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Business Process & Configuration Workshop BI/AR

July 2018 Departmental Release

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Agenda

- BPW & CW Objectives
- What you should take away
- Billing (BI) / Accounts Receivable (AR)
  - User Roles
  - Business Process Overview
  - Configuration Tasks
- Next Steps

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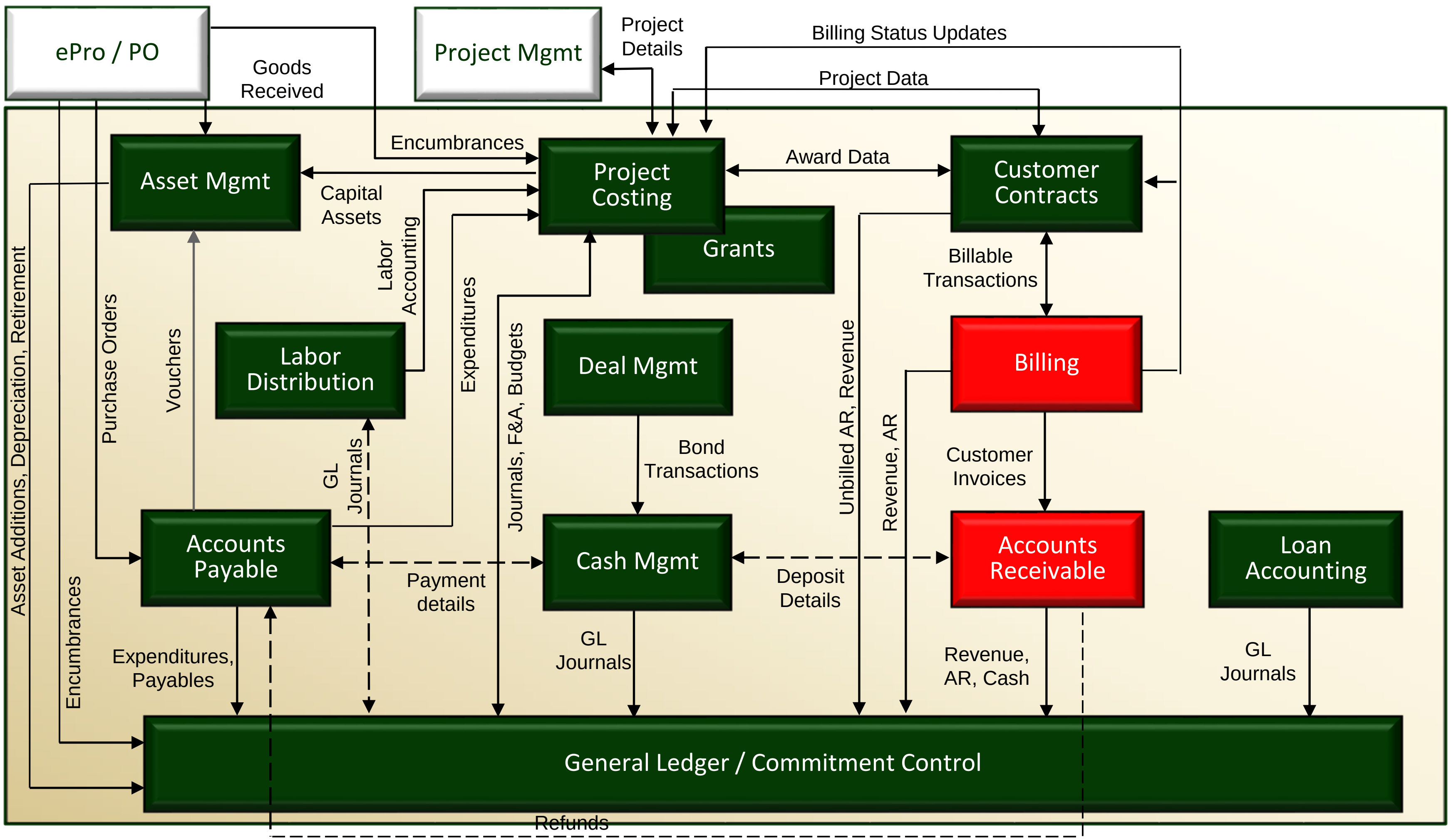
BPW & CW Objectives

- The Business Process and Configuration Workshops allow participants to:
  - Gain an understanding of the new FI$Cal processes, end-user roles and configurations needed for transacting
  - Understand the next steps in the implementation phase
  - Know how to get assistance from FI$Cal

What You Should Take Away

- Materials from today’s session:
  - Business Process Workshop Presentation
  - Configuration Tasks
- Understanding of the new FI$Cal processes, the next steps, and the support available from FI$Cal

FI$Cal Solution – Accounting



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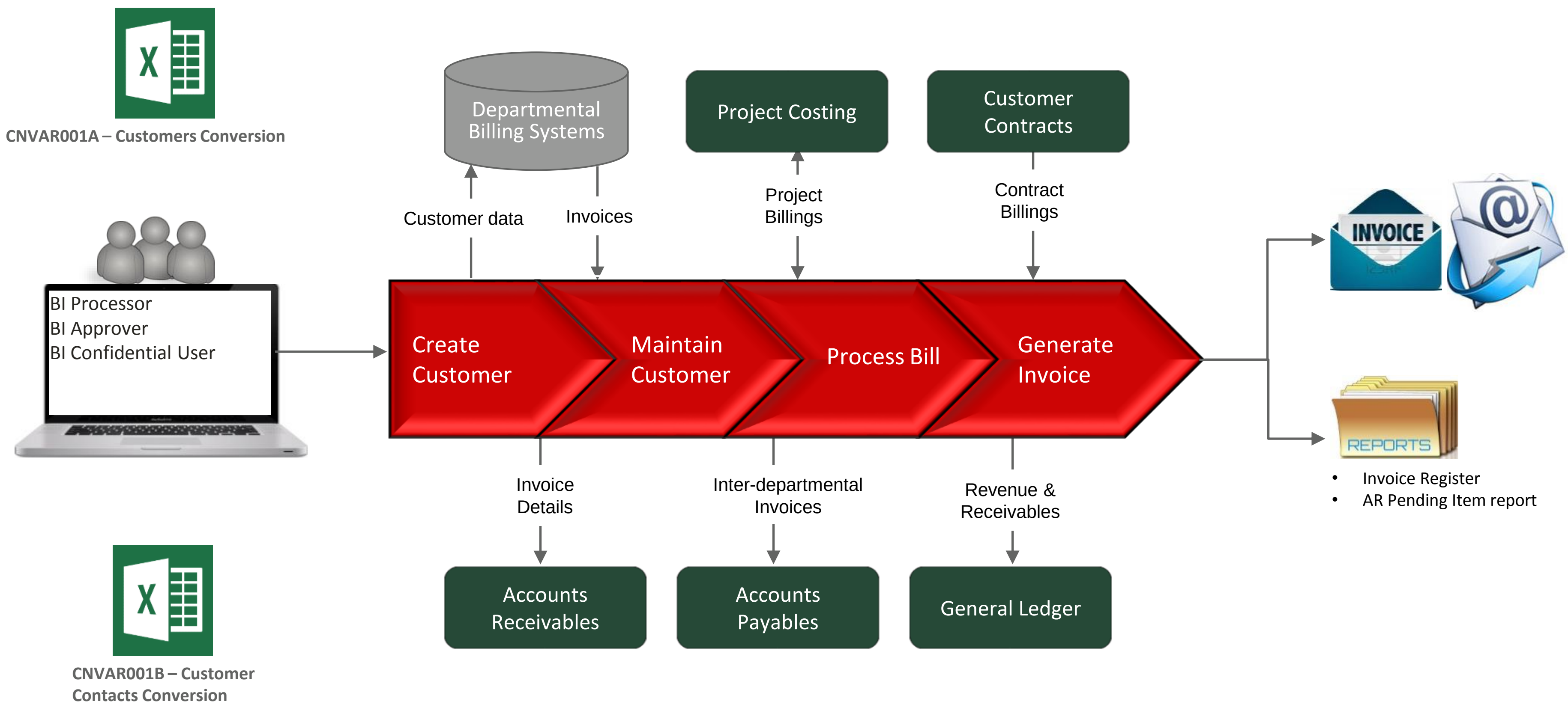
FI$Cal Billing (BI) Module



Create & Maintain Customer Overview

- Customer setup is required to generate invoices and track receivables and is an integral part of billing and accounts receivable function
- In FI$Cal, Departments only need to create Customers once
- Multiple addresses and contacts may be associated with a single customer
- A department’s customer file may contain many types of customers
- Parent-child relationships may be established to link one customer to another customer
- A Taxpayer Identification Number (TIN) for a customer may be stored in FI$Cal
- A customer record is not required to simply record receipt of miscellaneous (non-receivable related) payments

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Billing (BI) – Department Roles

Module	Type	Summary Role	Security Roles	Role Mapping Description
Billing and Accounts Receivable (BI/AR)	**Existing Departmental**	BI Processor	Department Customer Processor, Department BI Processor, BI Adjustment Processor, BI Viewer, BI Reporter, Customer Viewer	If your department create invoices, mark with an "A" the end users who will: - create and maintain customers - process bills, including generating invoices and making adjustments.
Billing and Accounts Receivable (BI/AR)	**Existing Departmental**	BI/AR Approver	Department BI Approver, Department AR Item Approver, Department AR Collections Approver, Department AR Payment Approver, AR Viewer, AR Reporter, Customer Viewer	If your department enters receivables, mark with an "A" the end users who will review, update, and approve bills, receivable items, and deposit and payment data, including setting transactions to post.
Billing and Accounts Receivable (BI/AR)	**Existing Departmental**	BI/AR Confidential User	Department Confidential Customer Processor, BI Viewer, AR Viewer Note: This role is appended to any other AR/BI role to allow access to confidential Accounts Receivable information	If your department have confidential customers enter receivables, mark with an "A" the end users who will be responsible for managing confidential BI/AR transactions.

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Create & Maintain Customers

***Customer Requester**

Submit Customer Set Up/Update Form

- Submit form after identification of need to set up or update customer information

BI Processor / BI Confidential User

Enter/Maintain Customer Information

- Enter/update customer name, addresses, correspondence options
- Enter/update optional TIN info (Department Confidential Customer Processor only)

Enter/Maintain Customer Contact Information

- Enter/update contact details
- Link contact to one or more customers

Key Impacts

- Standard FI$Cal form will be used for requesting/updating customer information
- TIN information will be entered by the Department Confidential Customer Processor Role
- Employees with outstanding payroll ARs will need to be set up as customers
- Customer parent-child relationships may be established for reporting purposes

* Customer Requester is not a FI$Cal role

Demonstration

Generate & Adjust Invoices Overview

- The Generate and Adjust Invoices business process supports the creation of invoices from billable charges and the subsequent adjustment of finalized invoices within the Billing module
  - Customers must be established in FI$Cal
  - Billable charges may be manually entered or interfaced
  - Billable charges from Projects and Grants will be integrated with the FI$Cal Billing module, allowing the charges to flow into the Billing module for invoice generation
  - Billable charges from FI$Cal to FI$Cal and FI$Cal to Non-FI$Cal using Standard, Interagency or Direct Transfer billing
- Invoices finalized within the Billing module become outstanding receivables in the Accounts Receivable (AR) module
  - Payments and collection activities for invoices are tracked within the AR module

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Generate Invoice

*** Bill Requester** | **BI Processor** | **BI Approver** | **BI Approver** | FI$Cal

* Bill Requester	BI Processor	BI Approver	BI Approver	FI$Cal
Submit Request to Bill Charges	Enter Billing Information	Review Pro Forma Invoice	Finalize and Distribute Invoice	Post Invoice Data

Submit Request to Bill Charges
- Complete Excel request form with billable charges
- Send form to Department BI Processor

Enter Billing Information
- Enters/reviews invoice lines, amount, and accounting details
- Can generate Pro-forma for review with requestor.

Review Pro Forma Invoice
- Review and notify Department BI Processor of changes or approval

Finalize and Distribute Invoice
- Generates invoices for distribution to customers

Post Invoice Data
- Send Billing accounting entries to the General Ledger
- Establish receivables in AR

Key Impacts
- Standard FI$Cal Excel form will be used for requesting invoices
- Billable charges may be entered or interfaced into FI$Cal
- Invoices generated from FI$Cal will send accounting information to the General Ledger and establish receivables in AR

* Bill Requester is not a FI$Cal role

Adjust Invoice

*** Bill Requester**

Submit Request for Adjustment

- Identify need to adjust an invoice
- Populate request form and send to Department BI Adjustment Processor

BI Processor

Select Invoice and Adjustment Type

- Adjust entire invoice or specific lines (credit only or credit and rebill)

BI Approver

Reroute to Finalize Adjustments

- Review adjustments
- Generate Pro forma if needed
- Generate invoices

Key Impacts

- Standard FI$Cal form will be used for requesting invoice adjustments
- Department BI Processor role is needed to initiate adjustment of finalized invoices if adjustment charges are initiated online within the Billing module
- Adjusted invoices are linked to original invoices in the system for tracking purposes

*Bill Requestor is not a FI$Cal role

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Configuration: BUSN824B - Billing

Department:	**<Department Name>**
Task Name:	**BUSN824B_Billing: Submit Proposed Department Values for Billing Configuration Items**
Submitted by:	
Submitter Phone:	
Submitter Email:	
Date Submitted:	
Provide additional information below to identify individuals who assisted in completing the worksheets in this workbook:	
Worksheet:	Definitions
Worksheet:	Billing Specialist
Completed by:	
Completer Email:	
Last Revised Date:	
Worksheet:	Bill Inquiry Phone
Completed by:	
Completer Email:	
Last Revised Date:	
Worksheet:	Ext Bill Source
Completed by:	
Completer Email:	
Last Revised Date:	
Worksheet:	Bill Type
Completed by:	

Demonstration

Configuration: BUSN823B - Logo

Department Logo

- FI$Cal is requesting 2018 Release departments to provide a scanned image of their department logo to be printed on various communications, i.e. purchase orders, invoices, customer statements, and collection letter documents. FI$Cal supports printing a custom logo on certain documents as it helps in identifying document origin, particularly when these documents are sent to external parties, such as customers and suppliers.

Department Logo Specifications for Image File

- One official logo for configuration
- Image file type should be in JPEG format (.jpg)
- Image file should be 2 inches by 2 inches
- Image file size should be no more than 300 KB

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FI$Cal Dept. Billing FI$Cal Dept. – Interagency

FI$Cal

FI$Cal

Enter Charges and Finalize Invoice (BI) → Generate Voucher → Process Voucher and Payment (AP) → Record Payment (AR)

Enter Charges and Finalize Invoice (BI)
- Follow Generate Invoices process to set up and finalize invoice
- Distribute invoice to department being billed

Generate Voucher
- FI$Cal processes will generate voucher linked to the interagency invoice

Process Voucher and Payment (AP)
- Billed department attaches invoice to voucher
- Voucher requires department and SCO approval prior to generation of the payment

Record Payment (AR)
- Voucher payment will generate a receivable payment in the Billing Department's AR Module

Key Impacts

- Interagency customers of FI$Cal departments which are also FI$Cal departments will be flagged for FI$Cal interagency billing processing
- Vouchers for interagency billing reference the interagency invoice number
- Voucher is routed through appropriate departmental and SCO approvals
- Voucher payment generates a receivable payment in the Billing Department's AR Module

FI$Cal Dept. Billing FI$Cal Dept. – Direct Transfer

BI Approver

Record Default Coding String	Enter Charges and Finalize Invoice (BI)	Generate Interagency Voucher	Process Voucher and Payment (AP)	Record Receipt (AR)	Record Journal Voucher (AP)

Record Default Coding String

- Billing department stores default coding string for other FI$Cal departments

Enter Charges and Finalize Invoice (BI)

- Follow Generate Invoices process
- Distribute invoice to department being billed

Generate Interagency Voucher

- FI$Cal processes will generate voucher with default coding

Process Voucher and Payment (AP)

- Voucher bypasses department approval but is approved at SCO
- Billing department requests direct transfer from SCO per existing process

Record Receipt (AR)

Record Journal Voucher (AP)

- Billed department records journal vouchers in AP to reclassify charges (if needed)

Key Impacts

- Default coding for FI$Cal department customers stored in FI$Cal by billing department
- Direct transfer vouchers bypass departmental approval but are approved by SCO
- Billed departments can view direct transfer vouchers on inquiry screens in FI$Cal
- Billing department requests direct transfer in SCO Fiscal per existing process
- Voucher payment generates a receivable payment in the Billing Department's AR Module

Configuration: BUSN824E - Direct Transfer

Task Name:	**BUSN824E: Submit Proposed Department Values for Billing/Accounts Receivable (BI-AR) Direct Transfer Process**
Department:	
Submitted by:	
Submitter Phone:	
Submitter Email:	
Date Submitted:	

Provide additional information below to identify individuals who assisted in completing the worksheets in this workbook:

Worksheet:	**SCO Billed Account Numbers**
Completed by:	
Completor Email:	
Last Revised Date:	

Worksheet:	**SCO Billing Account Numbers**
Completed by:	
Completor Email:	
Last Revised Date:	

Worksheet:	**Interunit DT Chartfields**
Completed by:	
Completor Email:	
Last Revised Date:	

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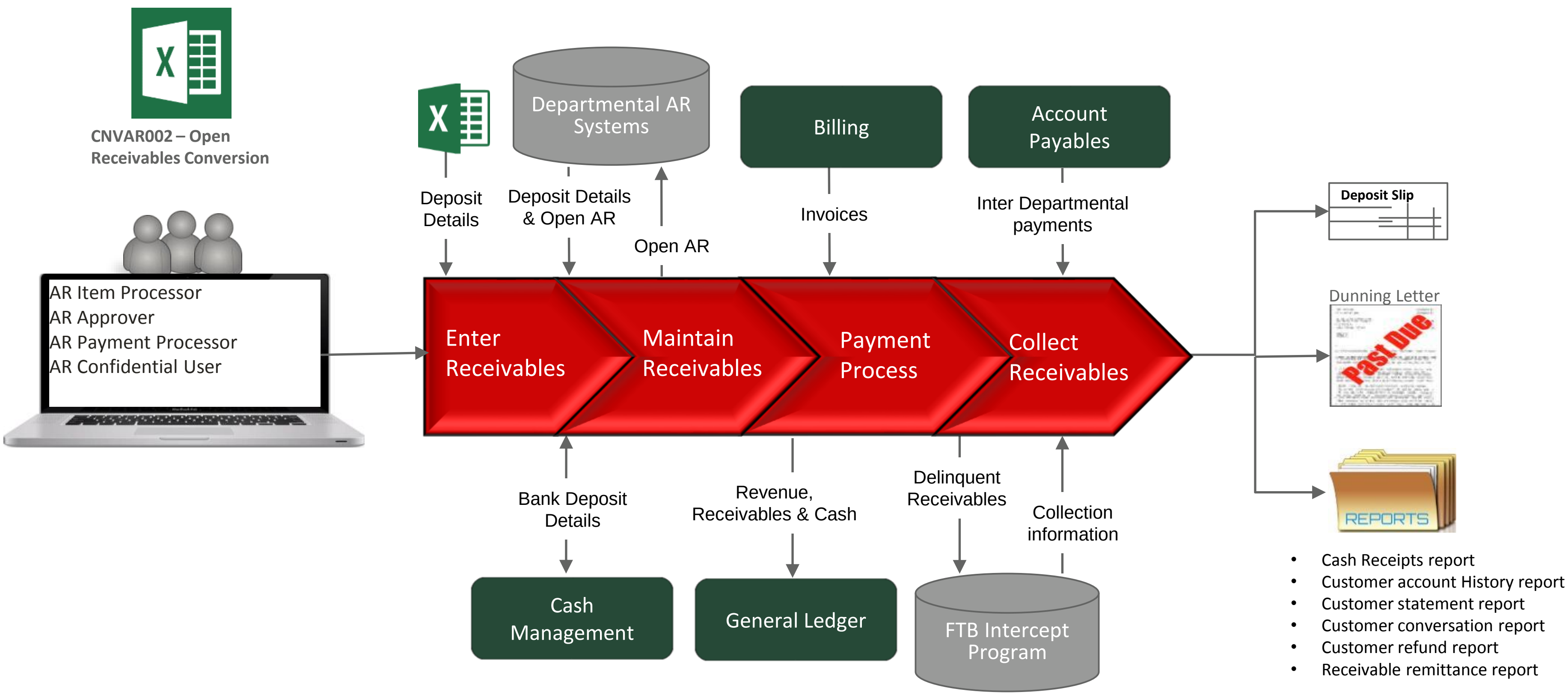
FI$Cal Accounts Receivable (AR) Module



Enter & Maintain Receivable Overview

- The Enter and Maintain Receivables business process supports the creation and tracking of receivables within the FI$Cal Accounts Receivable module:
  - Receivables are created by the system for customer invoices generated in FI$Cal
  - Receivables can be established directly in the FI$Cal AR module if an invoice does not need to be generated

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Accounts Receivable (AR) Roles

Module	Type	Summary Role	Security Roles	Role Mapping Description
Billing and Accounts Receivable (BI/AR)	**Existing Departmental**	AR Item Processor	Department AR Item Processor, Department AR Collections Processor, AR Viewer, AR Reporter, Customer Viewer	If your department enters receivables, mark with an "A" the end users who will: - create and update receivable items - manage customer interactions including dunning letters and customer conversations.
Billing and Accounts Receivable (BI/AR)	**Existing Departmental**	BI/AR Approver	Department BI Approver, Department AR Item Approver, Department AR Collections Approver, Department AR Payment Approver, AR Viewer, AR Reporter, Customer Viewer	If your department enters receivables, mark with an "A" the end users who will review, update, and approve bills, receivable items, and deposit and payment data, including setting transactions to post.
Billing and Accounts Receivable (BI/AR)	**New Departmental**	***New!*** AR Item Requestor	***New!*** AR Item Requestor	If your department requests receivables, mark with an "A" the end users who will request creation of receivables.

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Enter & Maintain Receivables

*** AR Item Requester**

Submit online Request for AR Item

- Identify need to record a receivable

AR Item Processor

Enter Receivables Details

- Select customer and enter receivable number and amount
- Enter/review accounting details
- Review interfaced receivables

AR Approver

Set Receivables to Post

- Review accounting details and set to post

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Receivables Established in AR

- Receivables posted
- Accounting entries generated for posting to GL

Key Impacts

- Invoices from the Billing Module are automatically created as receivables in the FI$Cal AR Module
- A customer must be set up in FI$Cal before a receivable can be entered for that customer (including employees)

*AR Item Requester is new and optional

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Configuration: BUSN824C – AR

Department:	
Task Name:	**BUSN824C - Submit Proposed Department Values for Accounts Receivable Configuration Items**
Submitted by:	
Submitter Phone:	
Submitter Email:	
Date Submitted:	
Provide additional information below to identify individuals who assisted in completing the worksheets in this workbook:	
Worksheet:	**Definitions**
Worksheet:	**Entry Type**
Completed by:	
Completer Email:	
Last Revised Date:	
Worksheet:	**Entry Reason**
Completed by:	
Completer Email:	
Last Revised Date:	
Worksheet:	**Item Entry Type-Selection**
Completed by:	
Completer Email:	

Demonstration

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Payments Process Overview

- The Payments Process business process for Accounts Receivable supports the recording and application of monies received (Payments) directly into the FI$Cal Accounts Receivable module
- Departments will apply customer payments against invoices or code payments to specific accounting classifications for non-receivable-related payments
- Payments can be entered directly in FI$Cal or they can originate from an external system and be interfaced into FI$Cal
- Deposits recorded in the Accounts Receivable module will be integrated with the Cash Management module for the Bank Reconciliation process

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Payments Process Roles

Module	Type	Summary Role	Security Roles	Role Mapping Description
Billing and Accounts Receivable (BI/AR)	**Existing Departmental**	AR Payment Processor	Department AR Payment Processor, AR Viewer, AR Reporter, Customer Viewer	If your department enters receivables, mark with an "A" the end users who will enter deposit and payment data, including applying payments to invoices.
Billing and Accounts Receivable (BI/AR)	**Existing Departmental**	BI/AR Approver	Department BI Approver, Department AR Item Approver, Department AR Collections Approver, Department AR Payment Approver, AR Viewer, AR Reporter, Customer Viewer	If your department enters receivables, mark with an "A" the end users who will review, update, and approve bills, receivable items, and deposit and payment data, including setting transactions to post.

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Payments Process

Receive Payments

- Deposit payments into bank account

AR Payment Processor

Enter Deposit / Payments

- Flag direct journal or payment predictor payments
- Select cash type
- Create payments for interagency bills / employee payroll deductions
- Create worksheets for over and underpayments

AR Approver

Set Payments to Post

- Review payment worksheets and set to post
- Code Direct Journal payments for posting
- Reference Open Item Key information for ORF Salary Advance receipts

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Process Payments

- Process worksheets
- Post payments against receivables
- Generate accounting entries for posting to GL

AR Payment Processor

Notify GL Processor for Journal Entry (GL)

- Notifies GL Processor to enter GL Journal to record or reverse general cash/ uncleared collections

Key Impacts

- Departments continue to use EDF and eFITs processes outside of FI$Cal
- Dept. AR Approver role is needed to post and code miscellaneous payments
- This includes referencing Open Item Keys for ORF Salary Advance Receipts
- Journal entries need to be submitted to record or reverse general cash/un-cleared collections (as applicable)

Demonstration

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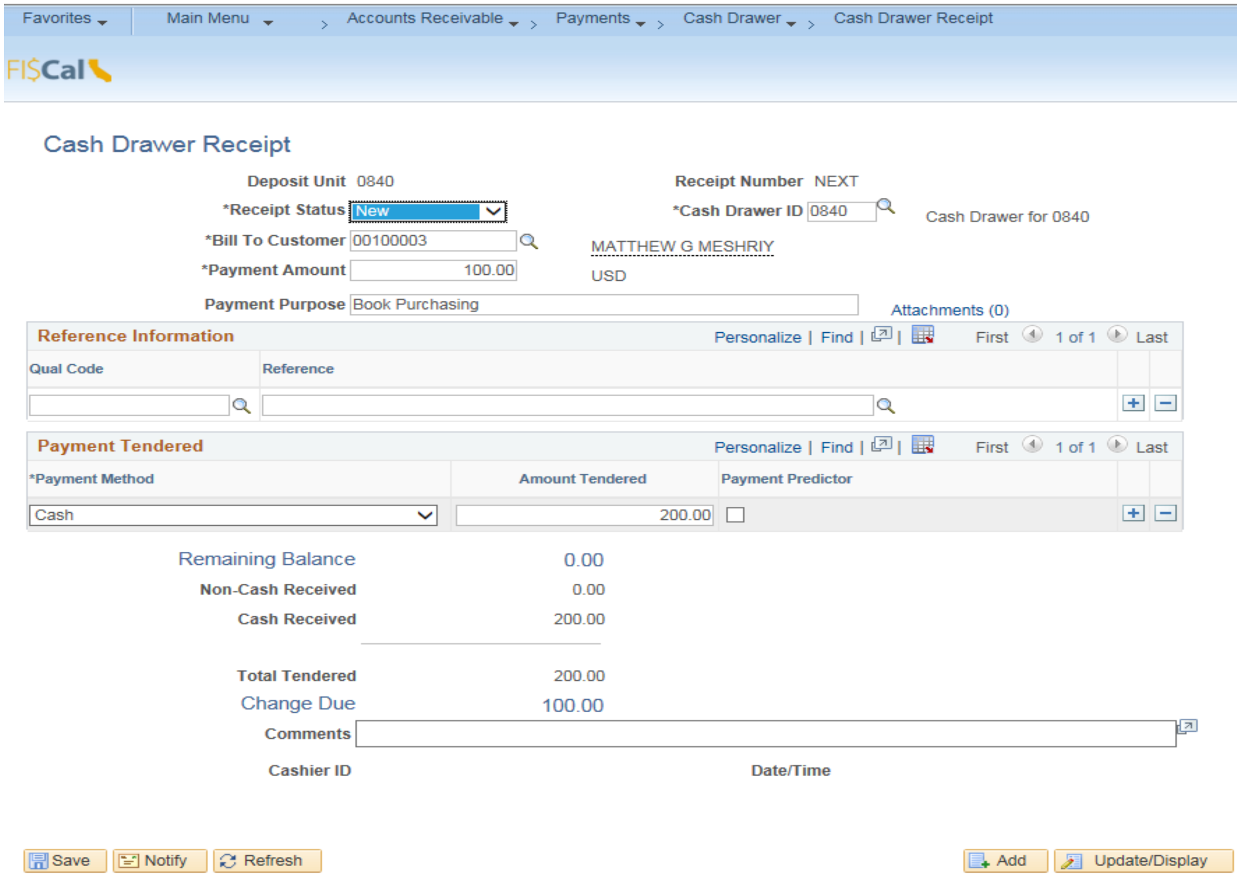
Cash Drawer



Key Points:

- Cash Drawer ID must be configured per department request.
- Payment Tendered can be for various types.
- Comments and attachments feature is available.
- Cash Drawer should be reconciled at the end of each shift.
- Cash drawer is a tool for issuing, printing, and reconciling receipts in FI$Cal only.
- AR Payment Processer role is required for this feature.

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Configuration: BUSN824F – Cash Drawer

Task Name:	**BUSN824F: Submit Proposed Department Values for Accounts Receivable (AR) Cash Drawer Receipts Due: September 22, 2017**
Department:	
Submitted by:	
Submitter Phone:	
Submitter Email:	
Date Submitted:	
Provide additional information below to identify individuals who assisted in completing the worksheets in this workbook:	
Worksheet:	**Cash Drawer**
Completed by:	
Completor Email:	
Last Revised Date:	
Worksheet:	**Cash Drawer by User**
Completed by:	
Completor Email:	
Last Revised Date:	

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Payment Adjustments – Misc. Receipts

AR Payment Processor

AR Approver

Determine Type of Payment Adjustment → Record Adjustment amounts → Finalize Adjustment → Bank Reconciliation (CM)

Determine Type of Payment Adjustment
- Miscellaneous receipt
- Incorrect payment amount
- Incorrect coding on the payment

Record Adjustment amounts
- Record system deposit/payment(s) with positive, negative, or zero amounts

Finalize Adjustment
- Code payment adjustments
- Set payment(s) to post
- Payment and accounting posted by FI$Cal processes

Bank Reconciliation (CM)
- Reconcile adjustments in Cash Management

Key Impacts
- Customer payments recorded in the Accounts Receivable module are integrated with the Cash Management module for the bank reconciliation process in FI$Cal
- Any adjustments requiring updates to transactions at STO or SCO will need to follow the existing processes

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Collect Receivables Overview

- The Collect Receivables process supports collections of receivables from customers (including departments, private entities, and employees) in the FI$Cal AR module, including:
  - Reviewing customer account and balance information
  - Aging and reporting on receivables
  - Documenting customer conversations and notes
  - Tracking receivables as being in dispute/sent to collections
  - Generating dunning letters
  - Processing refunds to customers
  - Writing off uncollectable receivables

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Collect Receivables Roles

Module	Type	Summary Role	Security Roles	Role Mapping Description
Billing and Accounts Receivable (BI/AR)	**Existing Departmental**	AR Item Processor	Department AR Item Processor, Department AR Collections Processor, AR Viewer, AR Reporter, Customer Viewer	If your department enters receivables, mark with an "A" the end users who will: - create and update receivable items - manage customer interactions including dunning letters and customer conversations.
Billing and Accounts Receivable (BI/AR)	**Existing Departmental**	BI/AR Approver	Department BI Approver, Department AR Item Approver, Department AR Collections Approver, Department AR Payment Approver, AR Viewer, AR Reporter, Customer Viewer	If your department enters receivables, mark with an "A" the end users who will review, update, and approve bills, receivable items, and deposit and payment data, including setting transactions to post.

Collect Receivables - General

AR Item Processor

Review Receivables Balances →	Determine Collection Strategy →	Contact Customer, as needed →	Create Worksheets, as needed →	Set Worksheets to Post
▪ Review balances online using collections workbench or reports	▪ Match credit/debit receivables ▪ Assess overdue charges ▪ Flag amount as in dispute ▪ Follow up with customer	▪ Document conversation and follow up actions ▪ Send dunning letters	▪ Create worksheet to process receivable refunds, credit/debit balances, receivable transfers, and write-offs	▪ Review accounting entries for worksheets ▪ Set worksheets to post ▪ Record dept. approval for write-offs

AR Approver

Key Impacts

- AR Approver role is needed to set transactions with accounting entries to post
- Proper approvals need to be obtained outside of FI$Cal, as applicable, for write-offs and refunds

Generate Dunning Letters

AR Item Processor

1. **Review Receivables Balances**
   - Review balances online using collections workbench
2. **Specify Selection Parameters**
   - Select a specific customer, group of customers or all eligible customers for department
3. **Run Dunning Process**
   - FI$Cal process selects information for dunning letters per the specified parameters
4. **Review Dunning Letters**
   - Review online customers and the associated overdue ARs
   - Remove any customers or items that should be excluded
5. **Finalize and Distribute Letters**
   - Finalize dunning letters
   - Distribute the dunning letters to customers

Key Impacts

- Dunning letters are created at the customer level, with one letter per customer for all their overdue receivables for a particular cycle
- Dunning letters can be created on configurable intervals (30 days, 60 days, etc.)
- Specific customers can be excluded from receiving dunning letters

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Process Refunds – Credit ARs

AR Item Processor | AR Approver | FI$Cal

Review Receivables Balances → Create Worksheet → Review and Set to Post → Process Worksheet → Pay Refund (AP)

Review Receivables Balances
- Review customer account/payments
- Identify/review amounts to be refunded
- Obtain offline approvals, as applicable

Create Worksheet
- If receivable related, create worksheet to start the refund

Review and Set to Post
- Review refund worksheet details and accounting entries
- Set worksheet to post

Process Worksheet
- Receivable(s) closed in AR module
- Accounting entries generated for posting to the GL

Pay Refund (AP)
- Follow AP process for requesting voucher to be created for refund to vendor
- Reference Receivable ID as invoice number on voucher

Key Impacts

- Refunds for credit receivables are recorded in the FI$Cal AR module
- Refund payments to customers must be processed via the FI$Cal AP module

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Process Write-offs

AR Item Processor

1. Review Receivables Balances
   - Identify/review receivables to be written-off
   - Obtain offline approvals, as applicable
2. Create Worksheet
   - Create worksheet with receivables to be written-off
   - Select write-off reason
   - Submit worksheet for approval work flow

AR Approver

3. Review Write-off Worksheet
   - Review worklist for write-off approvals
   - Review write-off details/accounting and applicable offline approvals
   - Approve/reject
4. Set Worksheet to Post
   - Set worksheet to post, if approved

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5. Process Worksheet
   - Receivable(s) closed in AR module
   - Accounting entries generated for posting to the GL

Key Impacts

- All write-off transaction are manually routed to the AR Approver.
- Additional approvals, as needed, must be obtained offline per the existing process.

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Next Steps

- Share BPW materials at your department
- Prepare for:
  - Role Mapping Workshop
  - Direct Transfer Future meeting (If applicable)
  - Submit Configuration workbooks on 9/22/2017
    - BUSN824B - Billing
    - BUSN824C - Accounts Receivable
    - BUSN824E - Cash Drawer (Optional)
    - BUSN824F - Direct Transfer (Authorized)

More Information Can be Found at:

FI$Cal Project Information:

http://www.fiscal.ca.gov/

http://www.dof.ca.gov/FISCal_resources/

or e-mail the FI$Cal Project Team at:

fiscal.cmo@fiscal.ca.gov

Appendix A

- Create and update customer information form

FD_FRMAR001-Customer Request Form.x

- Create and adjust invoice form

FD_FRMAR002 Invoice Creation and

Key Terms

Term	Definition
Bank Deposit	Monies received and placed into the Treasurer's account at an approved depository bank within the Centralized Treasury System.
Deposit Slip	A deposit slip is a small form that is used to deposit funds into a bank account. In FI$Cal a Deposit Slip indicates the account, amount, and location code of the deposit.
Regular Deposit	A system transaction consisting of one or more customer payments used for balancing and processing purposes.
AR Payment	Remittances are now known as AR Payments in FI$Cal.
Miscellaneous (Direct Payment) Receipt	A customer payment that is not related to an open receivable. Referred to as a Direct Journal Payment in FI$Cal.

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Key Terms

Term	Definition
Receivable Payment (Billed)	A receipt that is meant to be applied to a customer's open receivable balance.
Payment Predictor	System process that applies payments against receivables based on configured rules and reference information associated with the payment (for example, Invoice ID).
Payment Worksheet	Method for applying a customer payment to a customer's open receivable balance.
Non-Sufficient Fund (NSF) Payment	Customer check payment that failed to clear the deposit into a bank account. Also may be referred to as a dishonored check.

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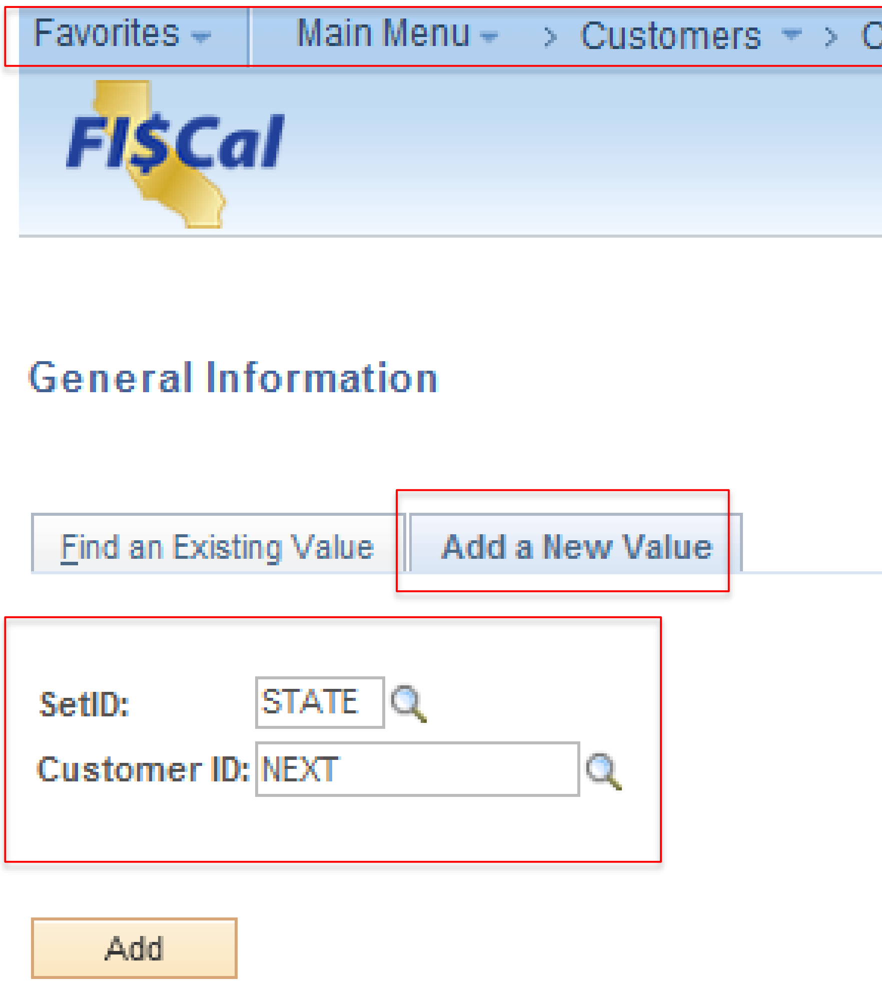
Key Terms

Term	Definition
Supplemental Deposit	A deposit slip created to claim a prior deposit that is understated (the deposit is more than the deposit form total).

Create & Maintain Customers



Key Points:

1. General information page is used to enter, review or edit customer names and addresses.
2. ‘Add a New Value’ tab enables you to create a new customer. Once you click the tab, Set ID field will auto populate based on the User Login ID and customer ID is defaulted to ‘NEXT’. This will auto assign the next available customer ID.
3. In case, the customer you are creating is an employee or agency enter EMP+[Employee ID] as Customer ID.
4. Once the required information is entered, click the ‘Add’ button.

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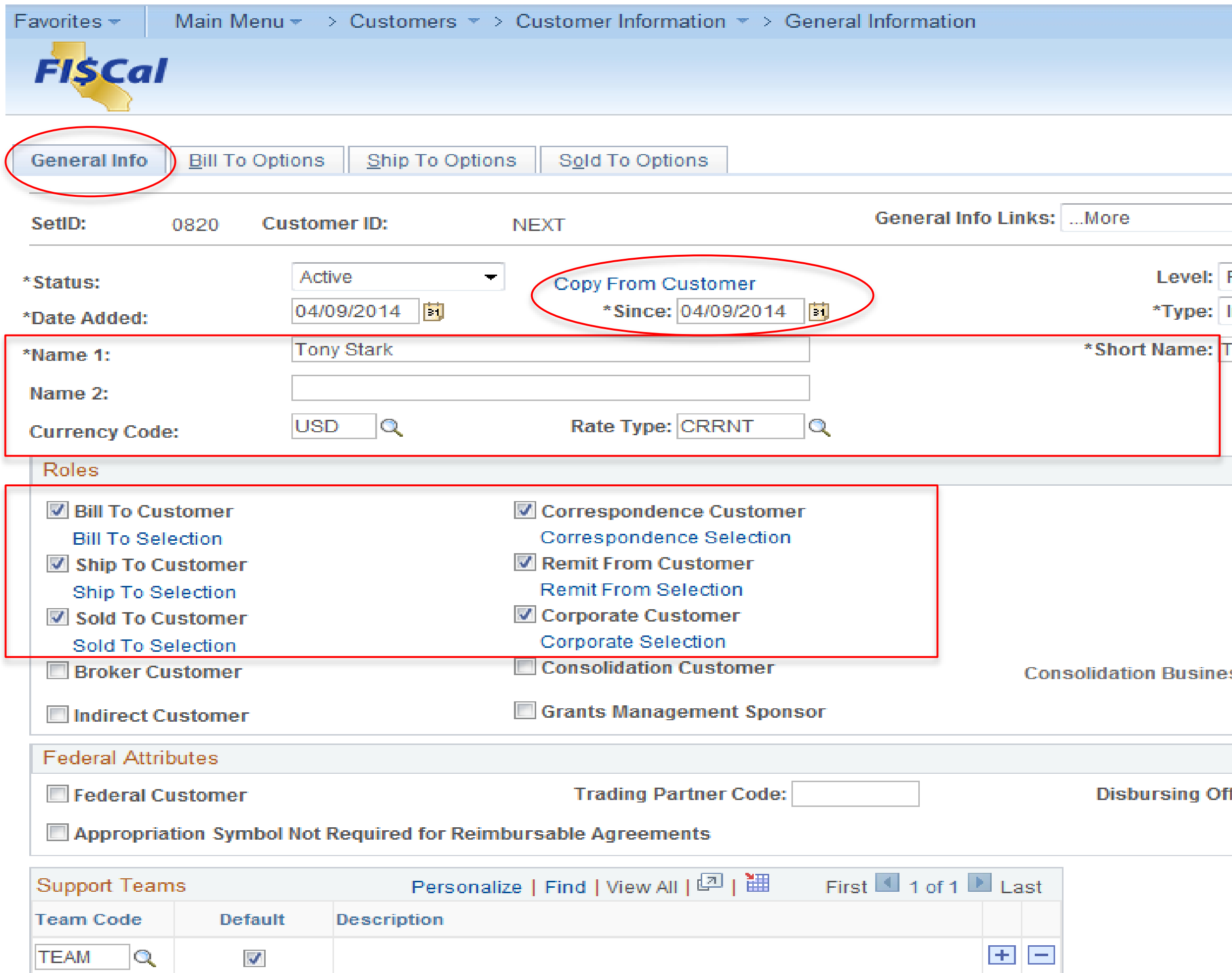
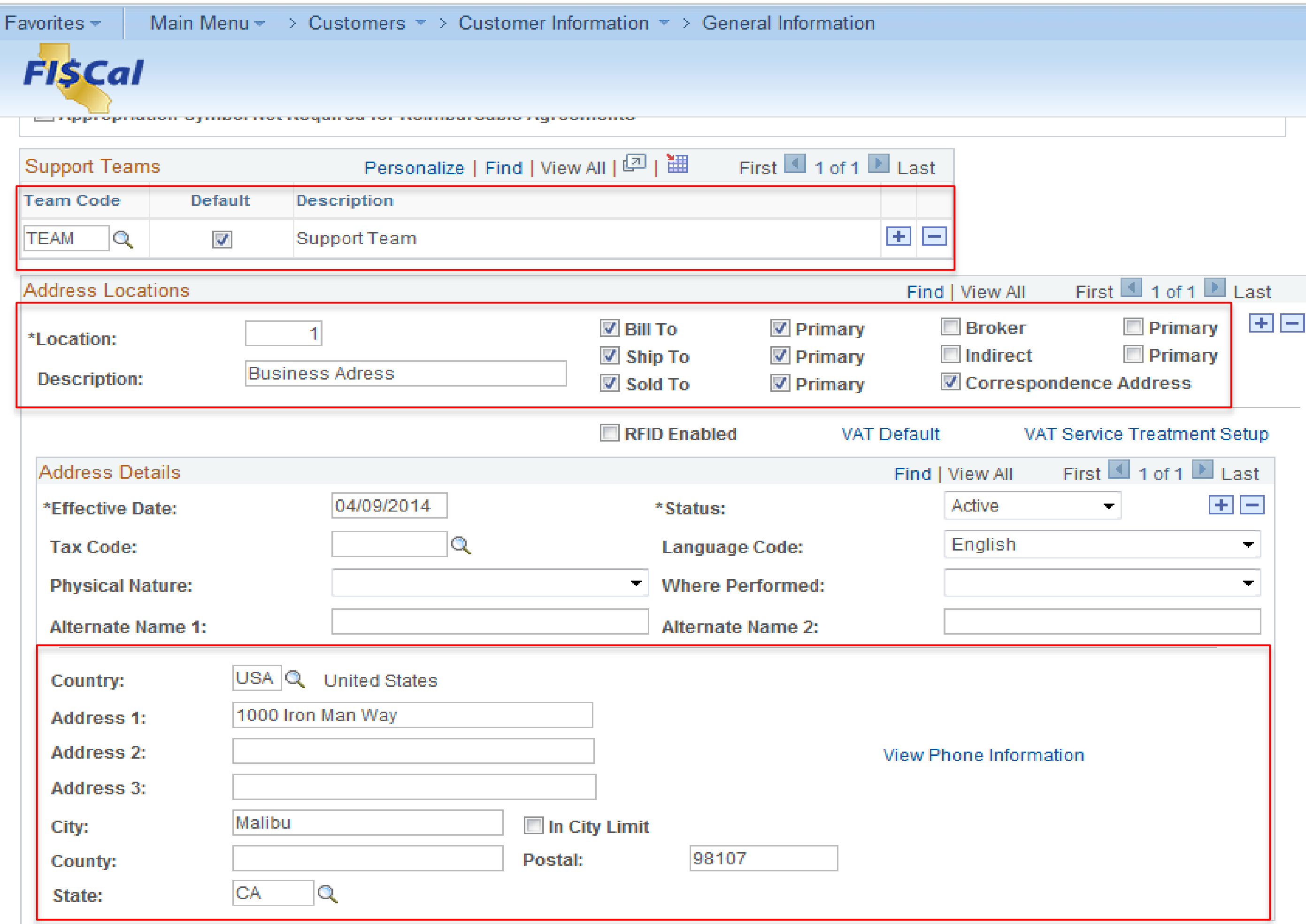
Create & Maintain Customers



- In General Info tab, fill the required fields: Customer name, Short name, Type, Currency Code and Rate type.
- 'Since' field specifies if the customer existed before the date it is actually added.
- Check 'Bill to customer' to process invoices for the customer.
- 'Remit from Customer' to Process payments from the customer.
- Corporate customer is selected by default while creating a new customer. If not selected that the customer must be assigned to a corporate customer or parent.

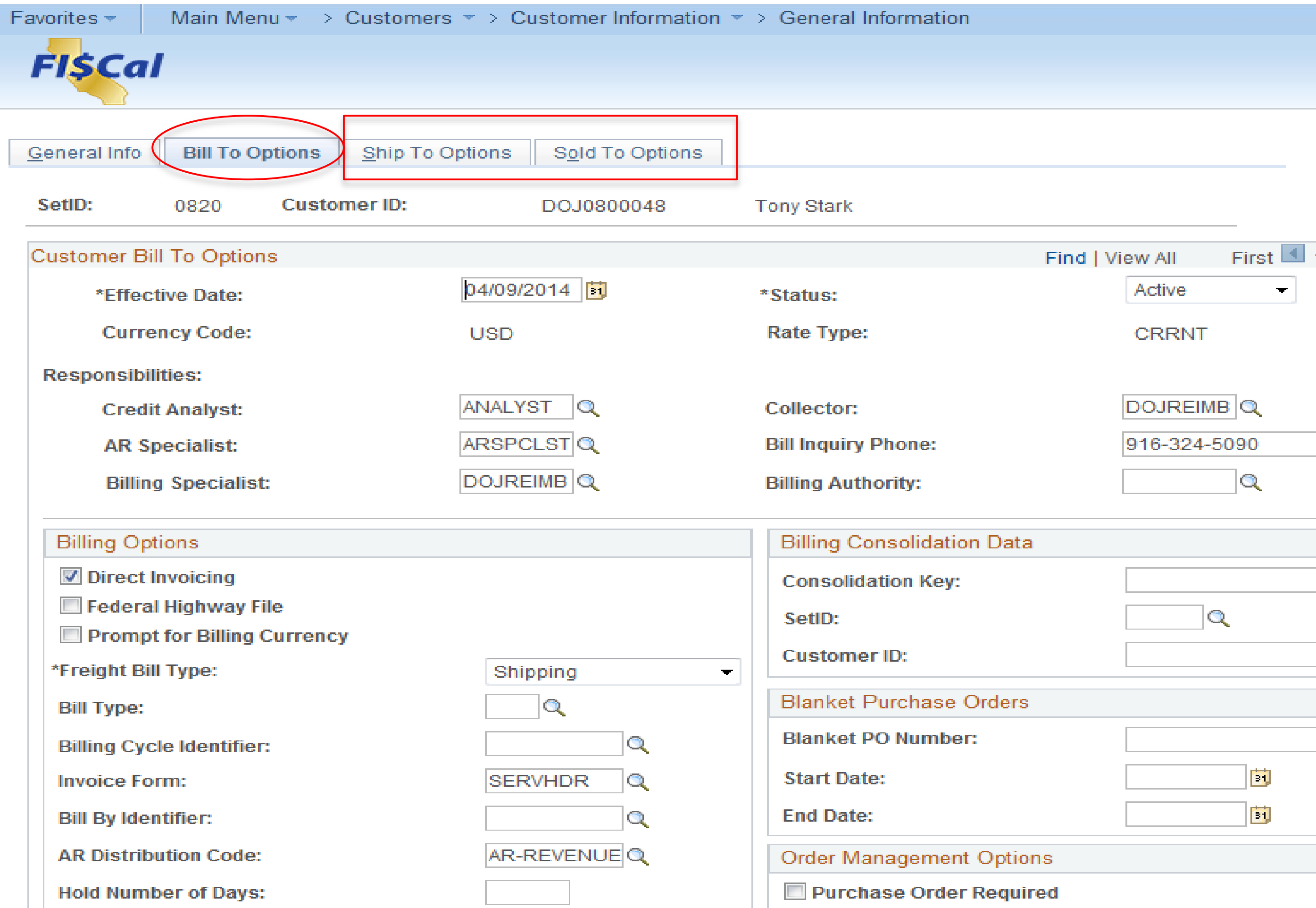
Create & Maintain Customers



Key Points:

- Fill the team code and support team responsible for assisting the customer.
- Primary Location of marked as 1. Customer may have different billing, ship to and postal addresses.
- Effective dates captures the date when the addresses are active for the customer. This date cannot be prior to Since date.
- Add the address.

Create & Maintain Customers



Key Points:

- Default values set up on the customer default onto specific billing or accounts receivable transactions in the system.
- Values in Bill To Options can be defaulted on a bill/receivable but may be overwritten in the transaction.”
- Similarly, enter the fields for Ship to and Sold to tabs.

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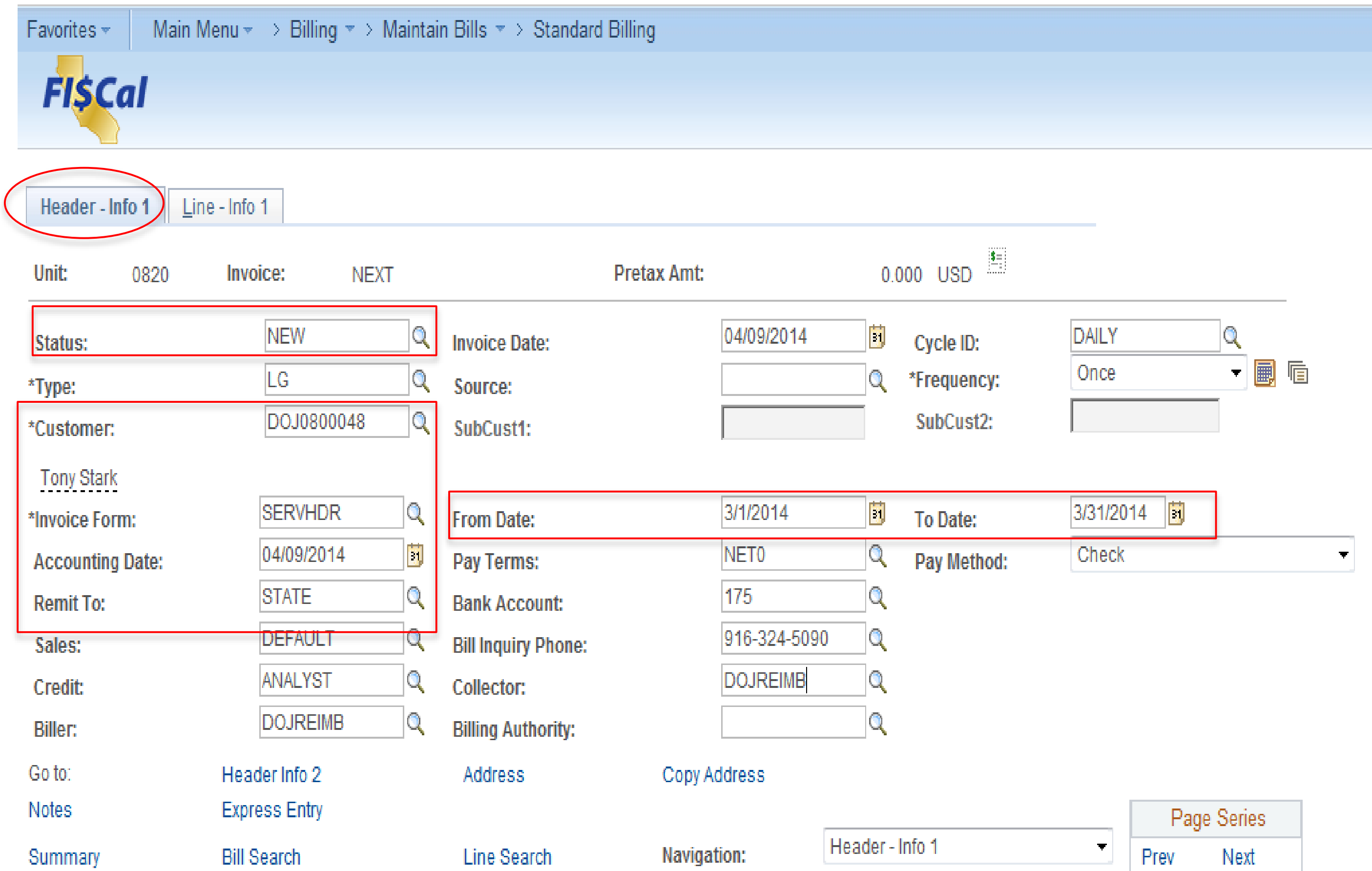
Generate & Adjusting Invoices



Key Points:

- Invoice Header captures a variety of information, such as Customer, Invoice Form, Remit to Address, From Date/To Date, Bill Inquiry Phone etc.
- Invoice ID numbering is configurable.
- Status field captures if the invoice is in progress or ready to be finalized.

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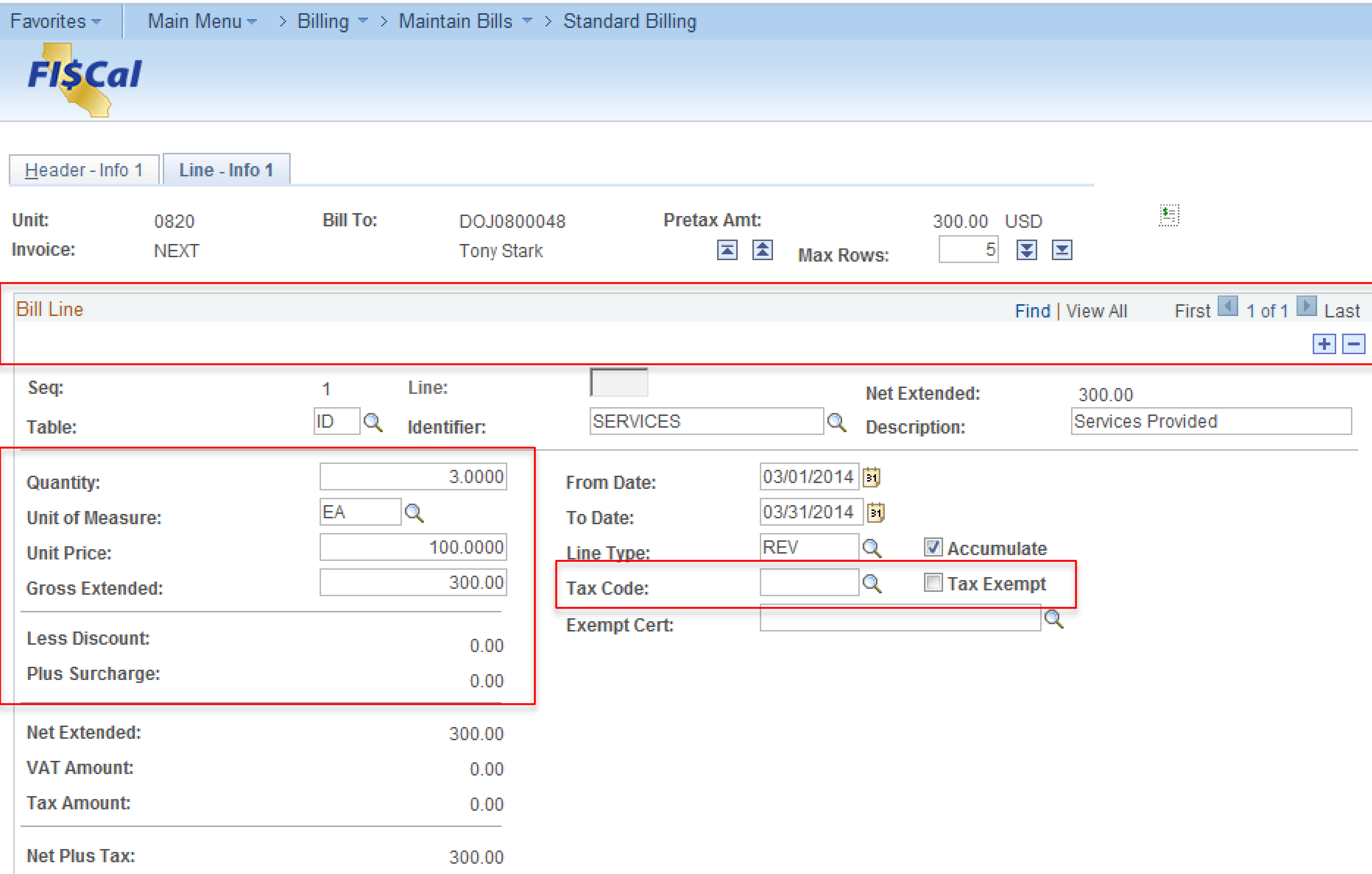
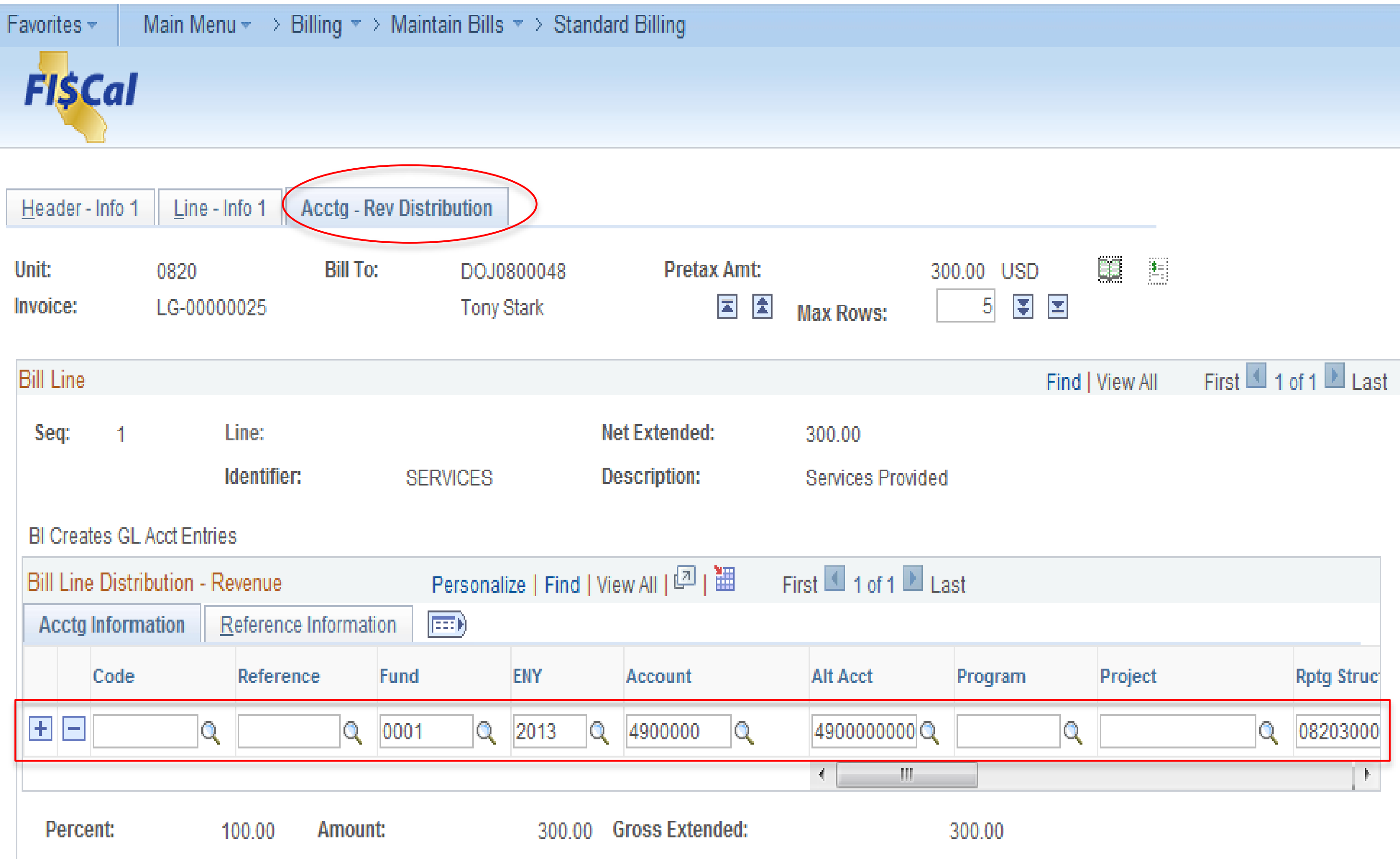
Generate & Adjust Invoices



Key Points:

- Invoice can have one or more invoice lines to capture the different charges.
- Identifier (Charge Codes) can be configured, along with Unit of Measure and Unit Price. These Charge Codes can default accounting for the bill line too.
- Tax Codes will be available for selection on an invoice line.

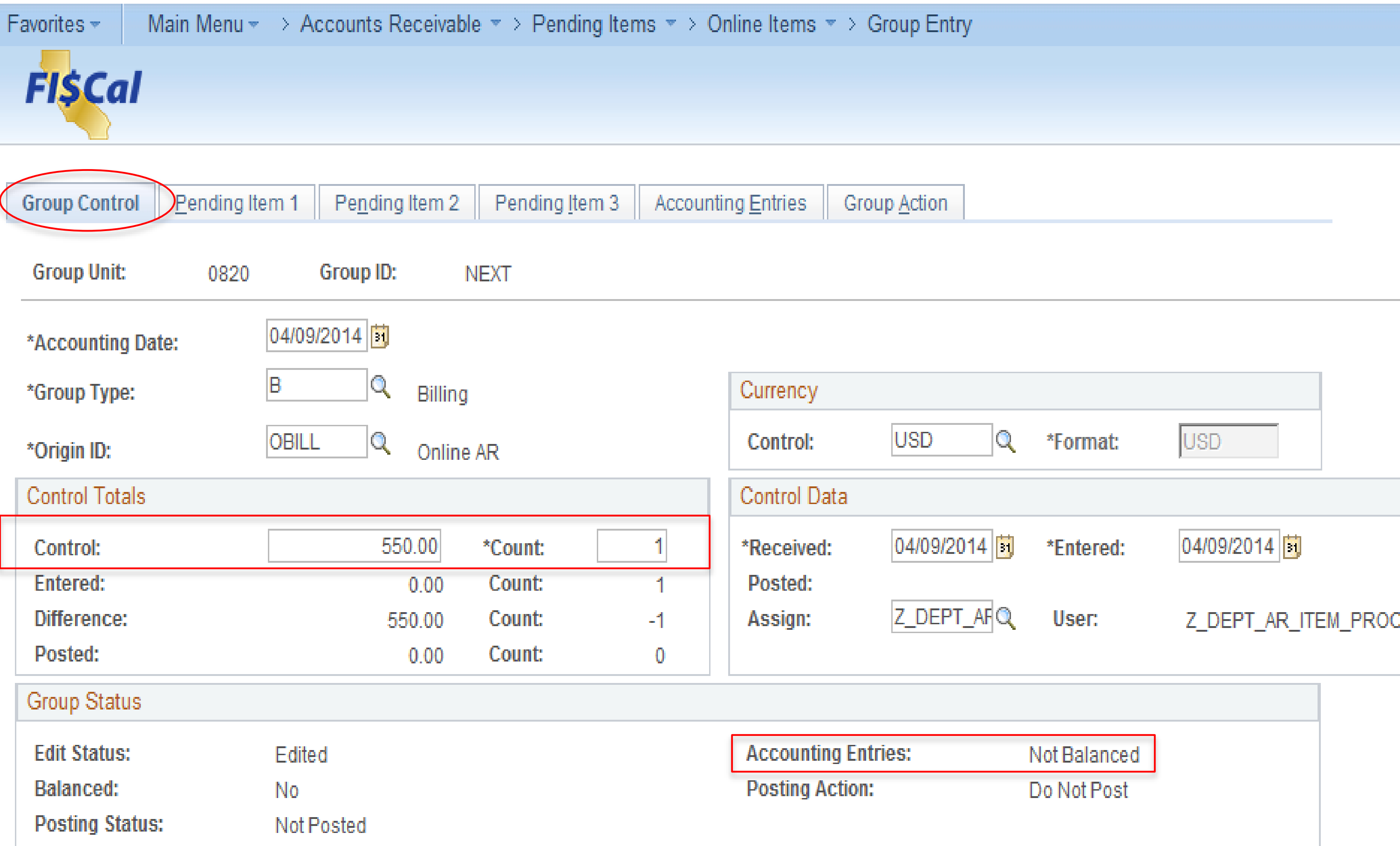
Generate & Adjust Invoices



Key Points:

- User may define the accounting distribution for each invoice line. Multiple distributions may be associated with a single bill line.
- ChartField coding can be defaulted from the Identifier (Charge Code) configuration.
- Revenue, Reimbursement and Abatement Distribution Code configuration can default coding.

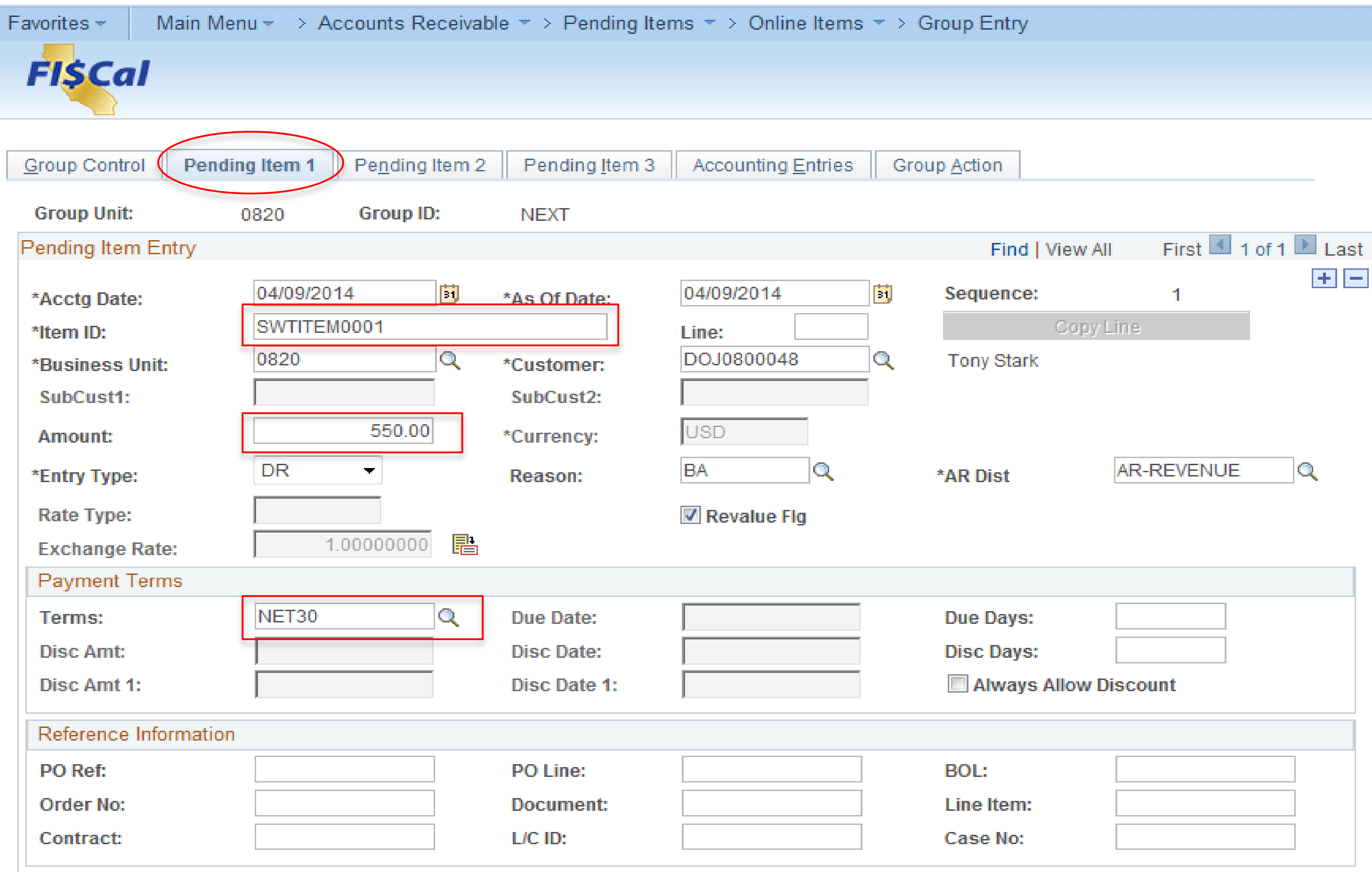
Enter & Maintain Receivables



Key Points:

- Group Control page captures the total counts and amounts of the receivables that will be set up as part of the group.
- Control Count and Amount are used to determine if the group is in balance or not.
- Group Status should be ‘Balanced’. Unbalanced group cannot be set to post.

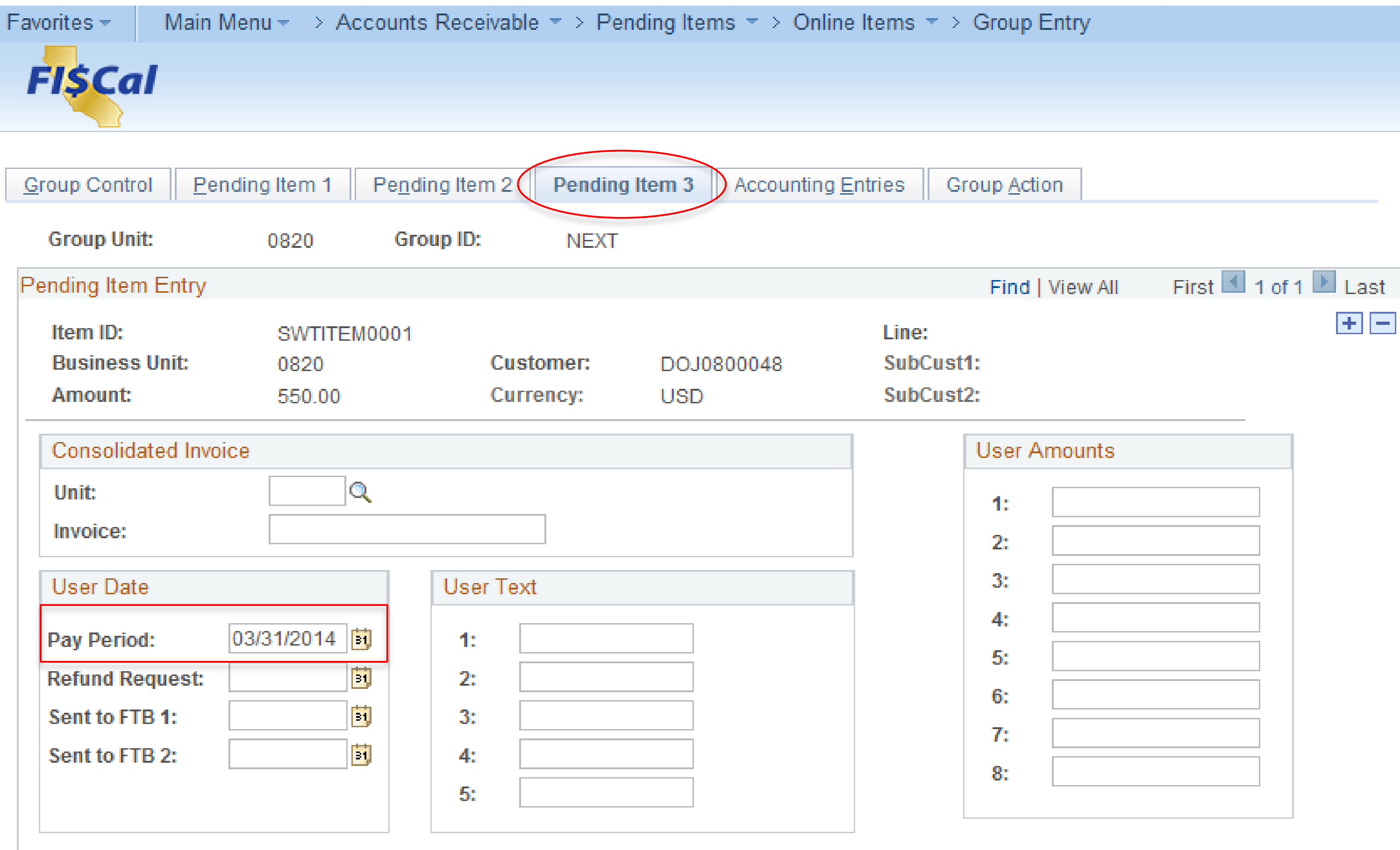
Enter & Maintain Receivables



Key Points:

- Key receivable details can be captured on the Pending Item 1 page, such as Item ID (i.e. Receivable number), Customer, Amount, Terms.
- For Employee Payroll ARs, use prefix PAR + 5-digit number per half-sheet, for Item ID.
- PO References and Contracts can be associated with the Item.
- Entry Type/Reason selected will default AR Dist based on Item Entry Type configuration.

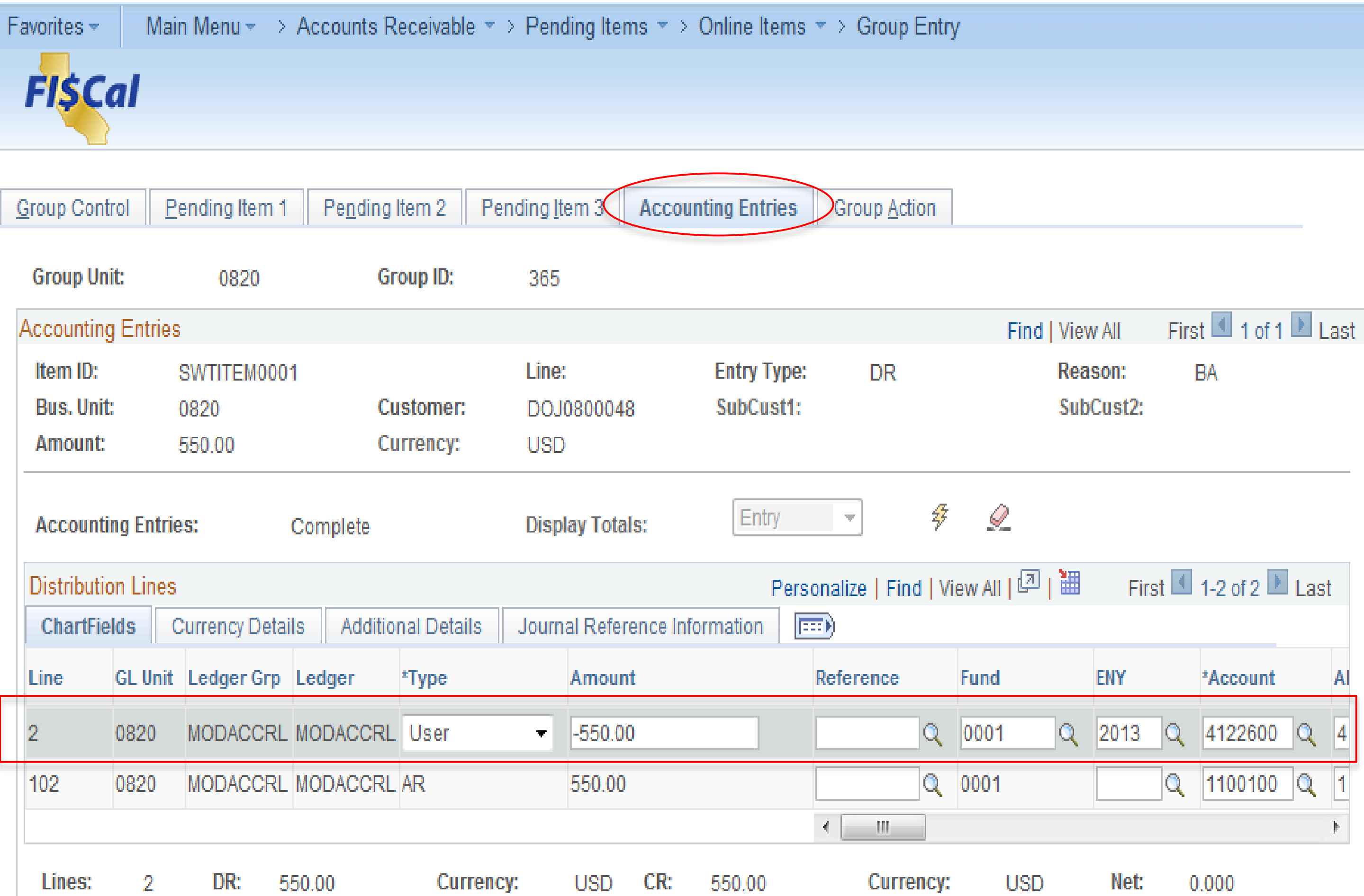
Enter & Maintain Receivables



Key Points:

- Additional information such as a Pay Period for Employee Payroll Receivables may be recorded on the Pending Item 3 tab.

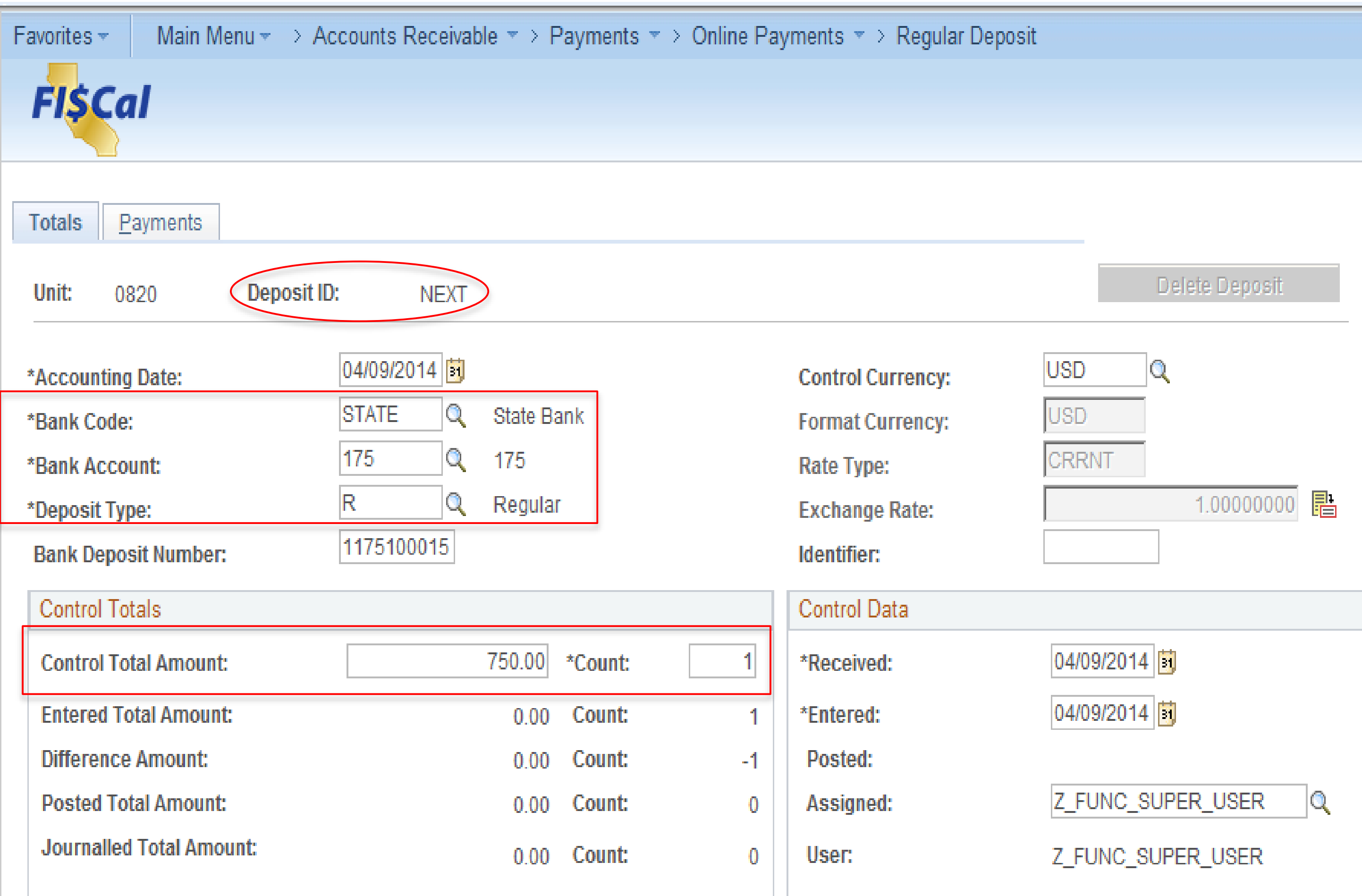
Enter & Maintain Receivables



Key Points:

- Accounting Entries for the receivable are entered on the Accounting Entries tab.
- Speed Type or Item Entry Type configuration can be leveraged to default accounting entries for the User Defined line.

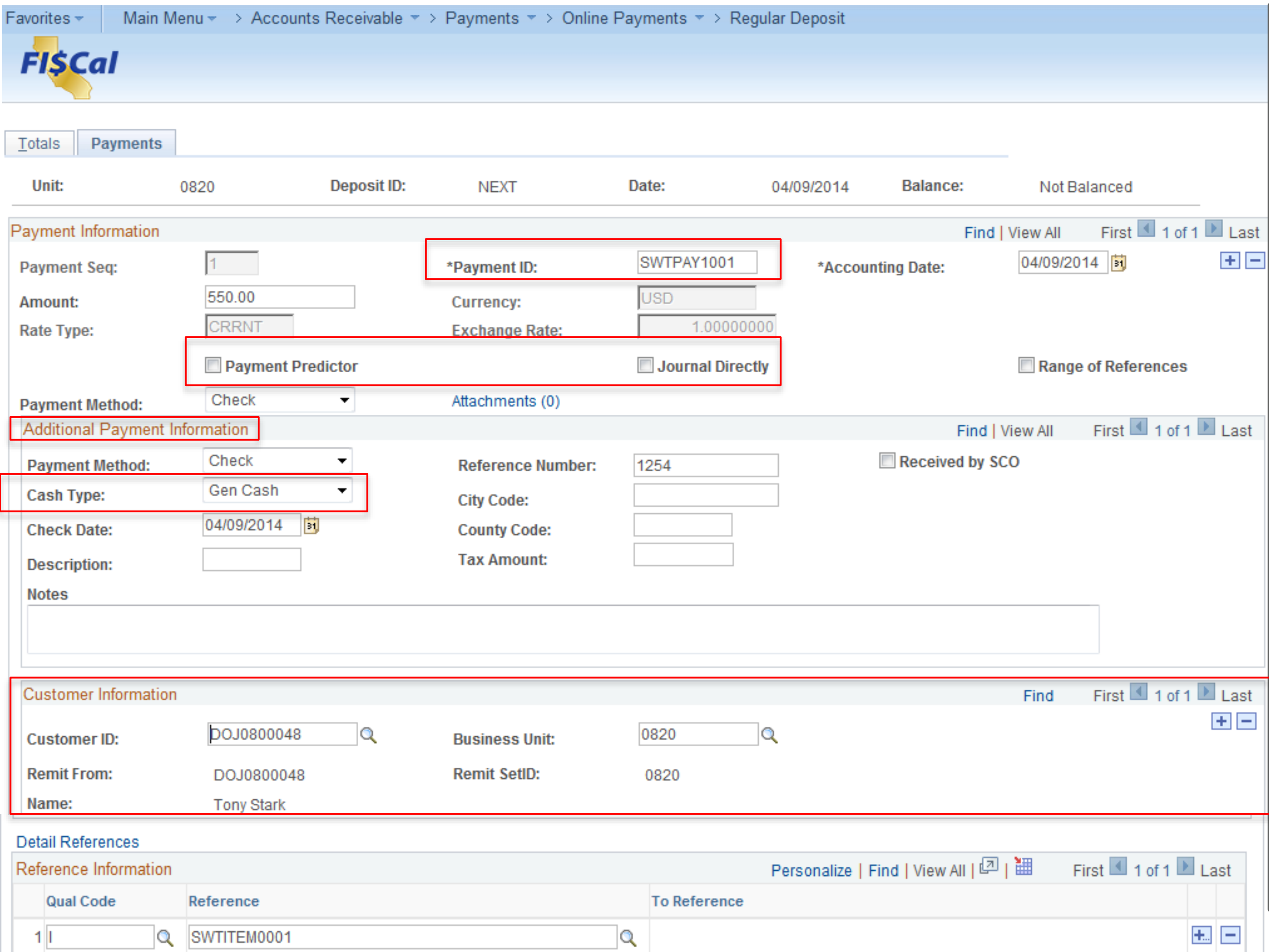
Process Payments - Deposits



Key Points:

- Deposit ID is system assigned. Bank Deposit ID is used to record the Bank Deposit Number. Identifier is used to record the Location Code for the deposit.
- Bank Code/Account and Deposit Type are configured values that will be selected for each deposit.
- Control Total Amounts are compared against entered total amount and count.

Process Payments – Deposits



Key Points:

- Payment ID is a free-form field that can be used to capture an identifier for the payment (e.g. check number, journal ID, etc.).
- Payment Predictor or Journal Directly flags can be set for each payment.
- Additional payment information can be recorded for reporting purposes.
- Cash Type notes the final Cash Account associated with the payment. If recorded to General Cash and a State Fund, then the payment will be reclassified as Cash in State Treasury.
- One or more Customer or Item (Invoice) references can be selected for a payment.

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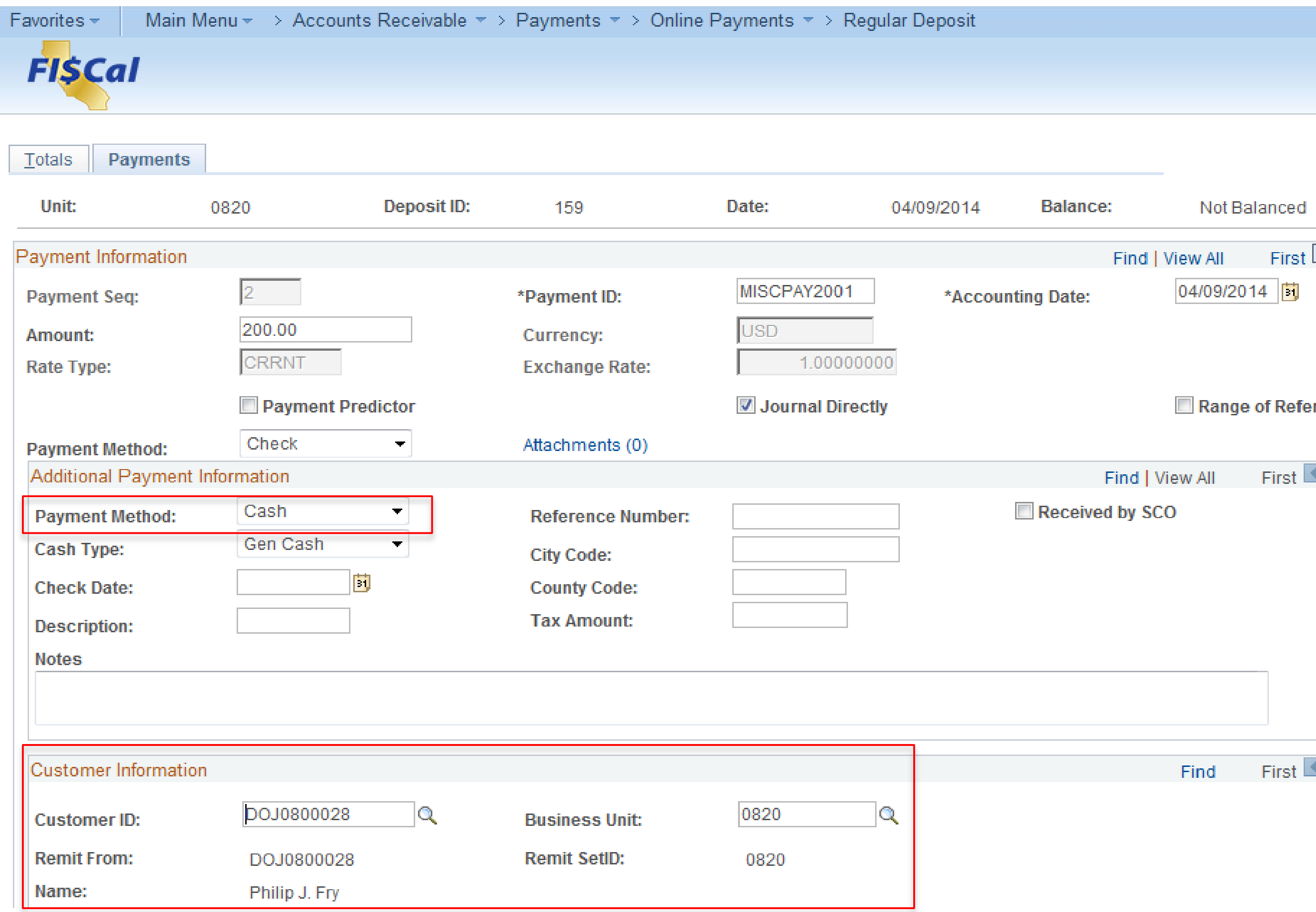
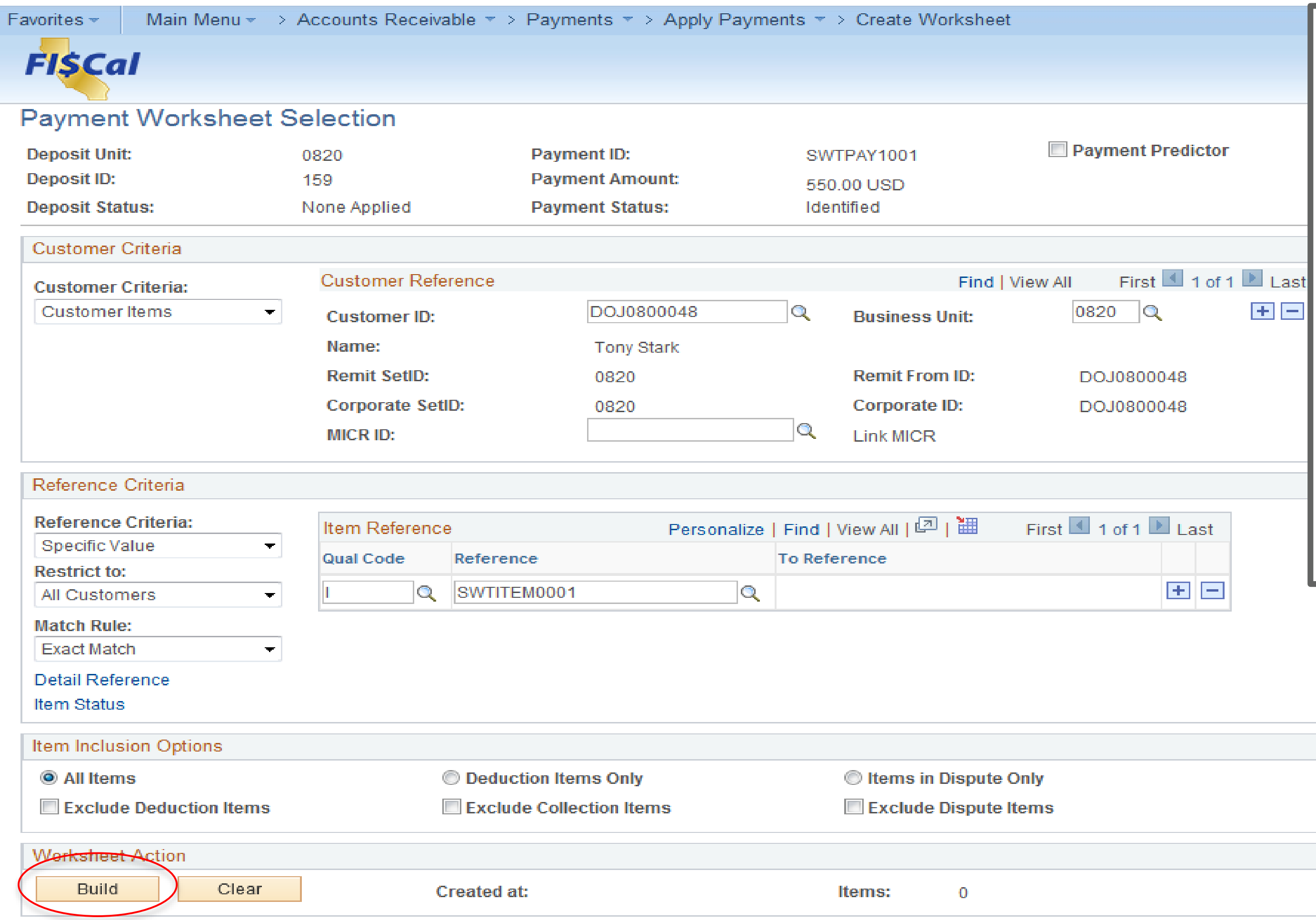
Process Payments – Deposits



Key Points:

- Additional payment information can be recorded for reporting purposes.
- Cash Type notes the final Cash Account associated with the payment. If recorded to General Cash and a State Fund, then the payment will be reclassified as Cash in State Treasury.
- Customer reference information can be provided for the miscellaneous payment, but is not required.
- Item/Invoice reference information fields are grayed-out/disabled for Direct Journal payments.

Receivable Payments - Worksheet



Key Points:

- Customer and Reference information will be populated on the payment worksheet if entered on the payment level. If not on the payment, this information can be updated on the payment worksheet as well.
- Build button generates the worksheet based on the references provided.

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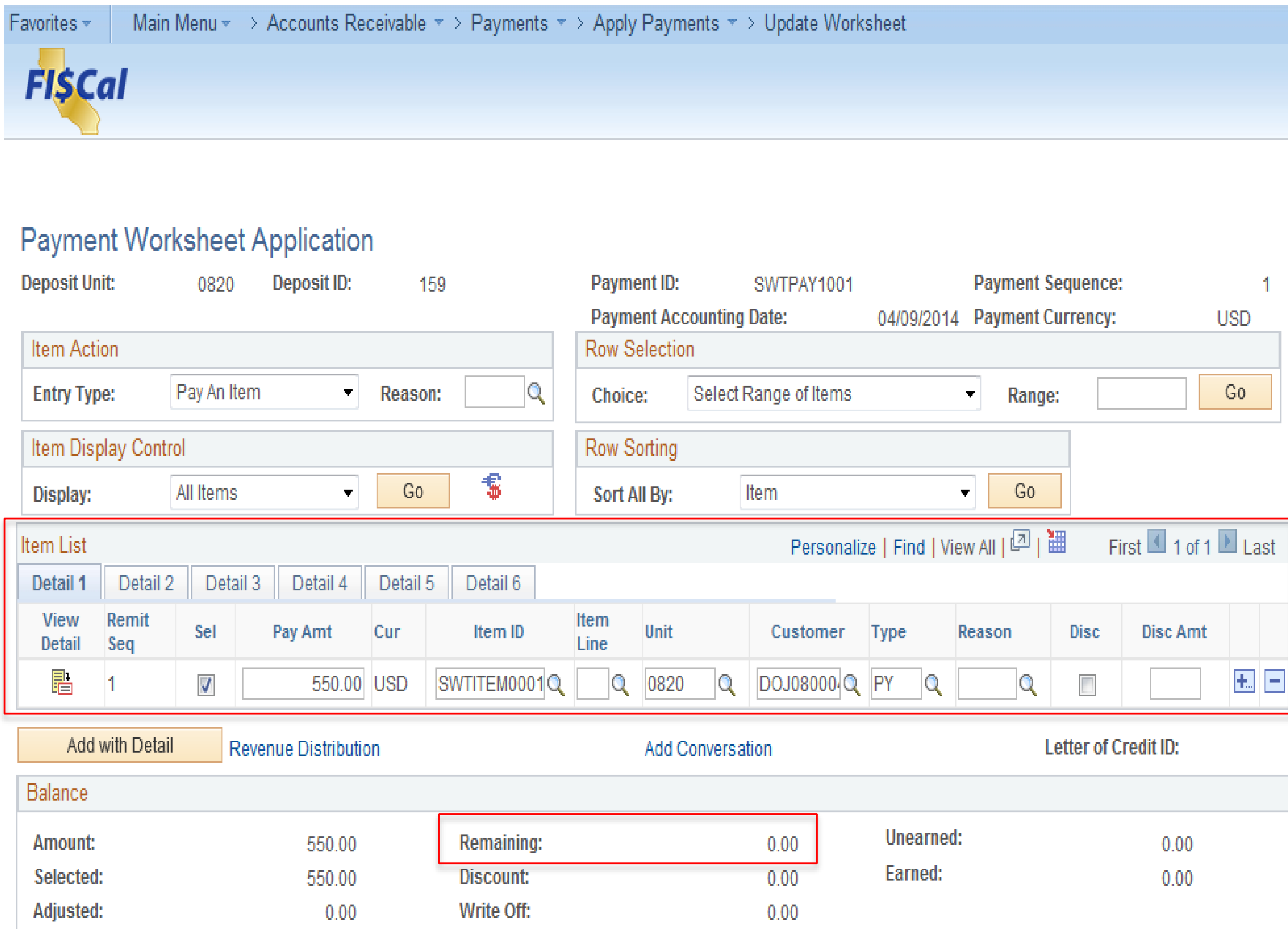
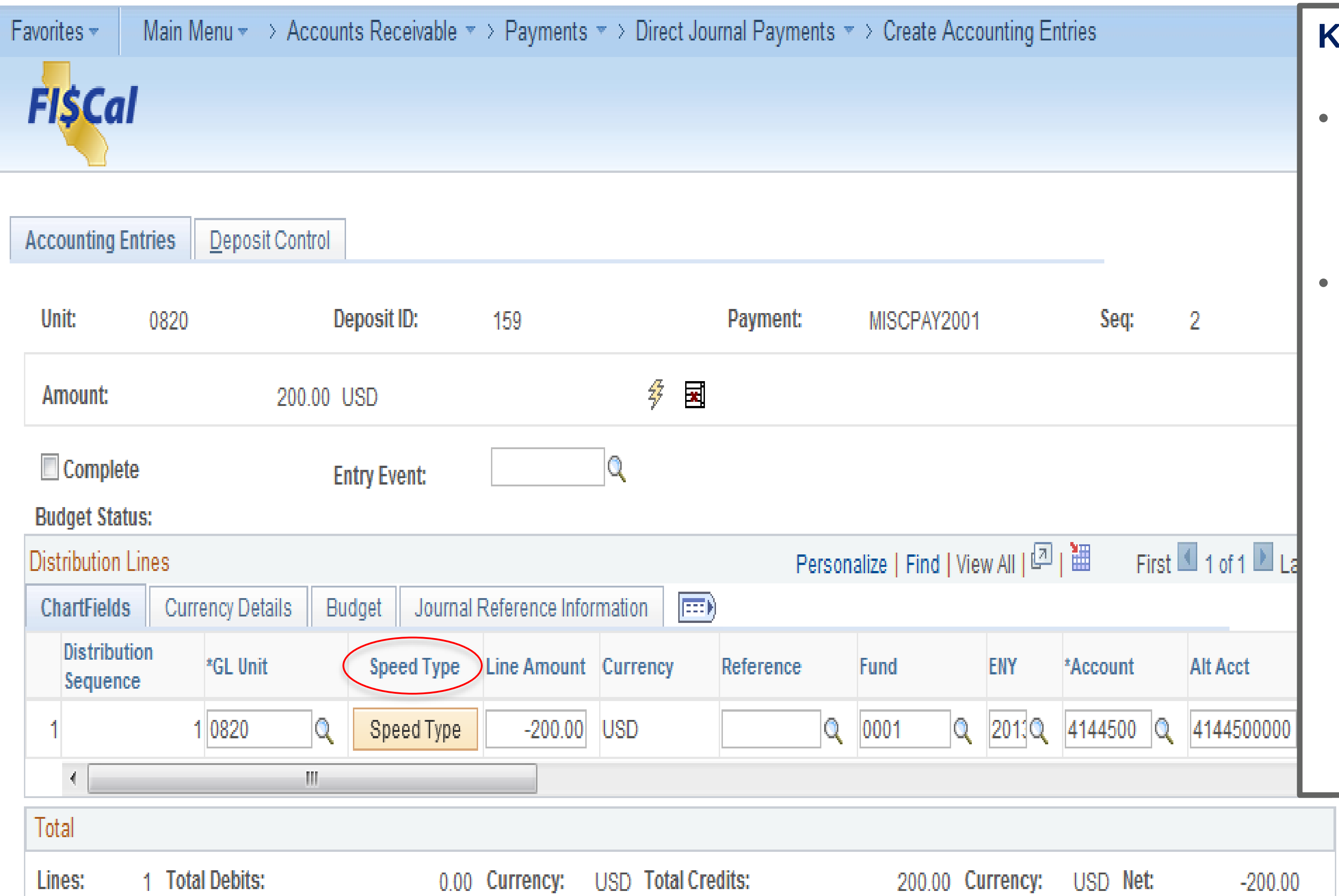
Receivable Payments – Worksheet



Key Points:

- Based on the reference information, items can be selected for payment application.
- User can select/deselect items as required if more than one item is available for selection.
- Remaining amount on the worksheet must be zero to post the worksheet.

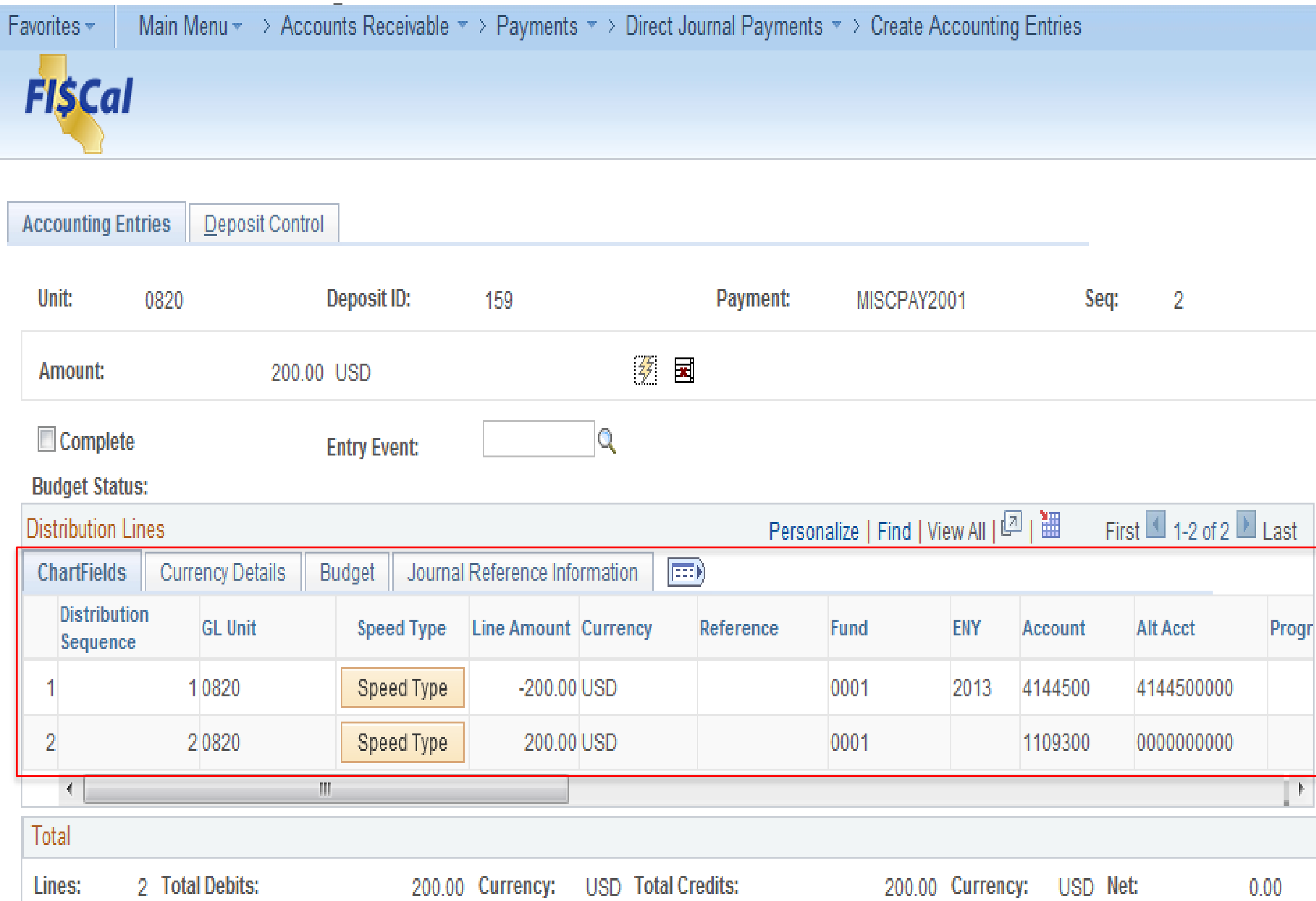
Process Payments – Receivable



Key Points:

- One or more accounting classifications can be entered for the Direct Journal.
- Speed Types can be configured / set up to default classification that is commonly used
  Salary Advance payments should reference Open Item Keys
  If coding is to a State Fund and Cash Type is General Cash, then the payment will be reclassified to Cash in State Treasury.

Process Payments – Misc.



Key Points:

- The Cash accounting entries are defaulted from the bank set up. This cash entry will be reclassified based on the Cash Type and Fund coding for the payment.
- Mark the Complete flag to enable the Direct Journal for posting. The receipt will be available for posting once it has passed budget checking.

Process Payroll Deduction Payments

AR Payment Processor	AR Payment Processor	AR Approver	FI$Cal
Receive Notification	Enter System Deposit/ Payments	Set Payments to Post	Process Payments
▪ Receive notification of payroll deduction ▪ Review Payroll AR information	▪ Record payment for amount of payroll deduction (in Internal Transaction Bank acct. 0000) ▪ Flag for Payment Predictor or create payment worksheet	▪ Review payment worksheets and set to post, if needed	▪ Post payments against receivables ▪ Generate accounting entries for posting to GL

Key Impacts

- Departments use existing process for receiving payroll deduction notifications
- Payroll deduction receipts will be recorded in FI$Cal AR to clear out outstanding Payroll receivables using Internal Transaction Bank Acct. 0000
- FI$Cal AR Payment Predictor functionality streamlines payment application by using receivable reference(s) on the payment to clear corresponding outstanding receivable(s)

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Process NSF Payments

AR Payment Processor

Capture NSF Details → Complete Request for Payment (AP) → Create an NSF Invoice (BI)

Capture NSF Details

- Receive NSF notification
- Review payment details
- Document NSF details using Customer Conversations

Complete Request for Payment (AP)

- Request payment for NSF buyback
- Provide proper coding
- AP will create agency check or a journal voucher (if payment was remitted to Cash in State Treasury)
- SCO will record entry in Fiscal System to account for buyback if payment was remitted

Create an NSF Invoice (BI)

- Follow process for creating invoices
- Create an invoice to bill the customer for the NSF amount
- Include amount of the closed receivable, if applicable

Key Impacts

- NSF details recorded in Customer Conversations for tracking and reporting purposes
- Departments buyback NSFs through agency checks created by using the AP module
- SCO will record entry in Fiscal System to account for buyback if payment was remitted

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Process Direct Transfer Payments (Online)

AR Payment Processor — Receive Notification

- Receive notification of direct transfer payment(s) for non-FI$Cal Billed Departments
- Review interagency AR information

AR Payment Processor — Enter System Deposit/ Payments

- Record system deposit/payment using ITB Acct 0000
- Flag payment for Payment Predictor processing

FI$Cal — Process Payments

- Post payments against receivables
- Generate accounting entries for posting to GL

Key Impacts

- Departments use existing process for receiving direct transfer notifications
- Direct transfer receipts will be recorded in FI$Cal AR to clear out outstanding interagency receivables using Internal Transaction Bank Acct 0000
- FI$Cal AR Payment Predictor functionality streamlines payment application by using receivable reference(s) on the payment to clear corresponding outstanding receivable(s)

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Payment Adjustment – Receivables

AR Payment Processor

Determine Type of Payment Adjustment

- Invoice related receipt
- Payment posted to the wrong invoice
- Invoice with incorrect coding

Adjust Invoices, if needed (BI)

- Follow process for adjusting invoices to generate credit and rebill invoices

AR Payment Processor

Select Payment for Unposting

- If payment was already posted, select for unposting and specify reason

AR Approver

Set Payment for Unposting

- Set unposting transaction to post
- Payment will be processed by FI$Cal processes

Process Payments (AR)

- Follow steps to apply payment

Key Impacts

- Payments posted to the wrong invoice can be unposted and reposted
- Adjustment invoices are linked to the original invoice
- Any adjustments requiring updates to transactions at STO or SCO will need to follow the existing processes

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Correcting A Payment

Favorites > Main Menu > Accounts Receivable > Receivables Update > Unpost Groups > Payment Group

FI$Cal

Payment Group

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Deposit Unit: = 3970

Deposit ID: begins with ROC-0035

Payment Sequence: = 5

Payment ID: begins with ROC-0035-05

Payment Type: =

Entered Date: =

Posted Date: =

Assigned Operator ID: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

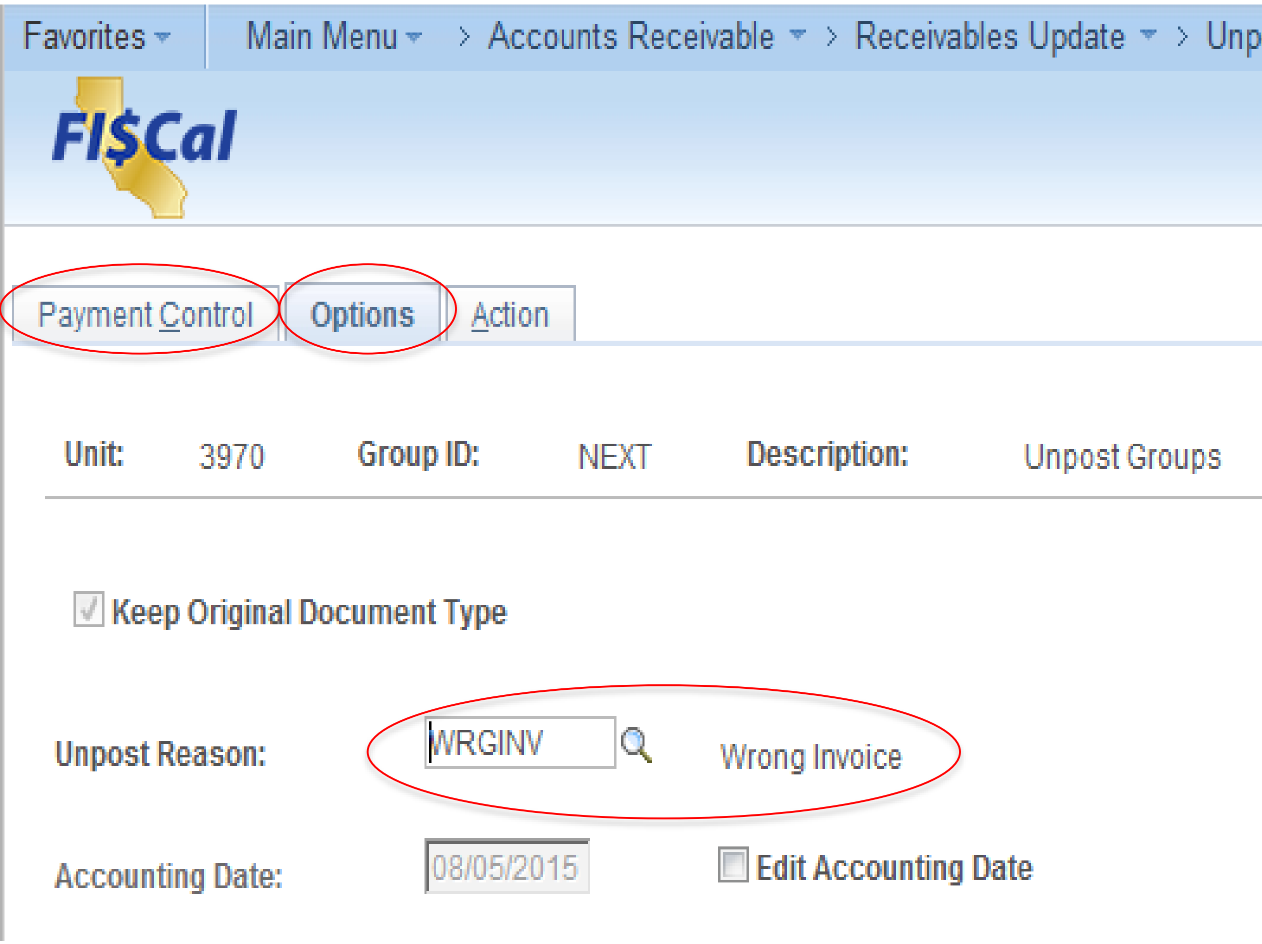
View All First 1 of 1 Last

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	Group Unit	Group ID	Payment Type	Origin ID	Entered Date	Posted Date	Assigned Operator ID
3970	ROC-0035	5	ROC-0035-05	3970	243	Payment	PS_AR	08/05/2015	09/16/2015	10003644

Key Points:

1. Identify the payment that needs to be Unposted.
2. On the Payment Group page, enter the required search criteria and click on 'Search'.
3. This will display the Search result with the payment that needs to be unposted.
4. Click on the search result to open the payment.

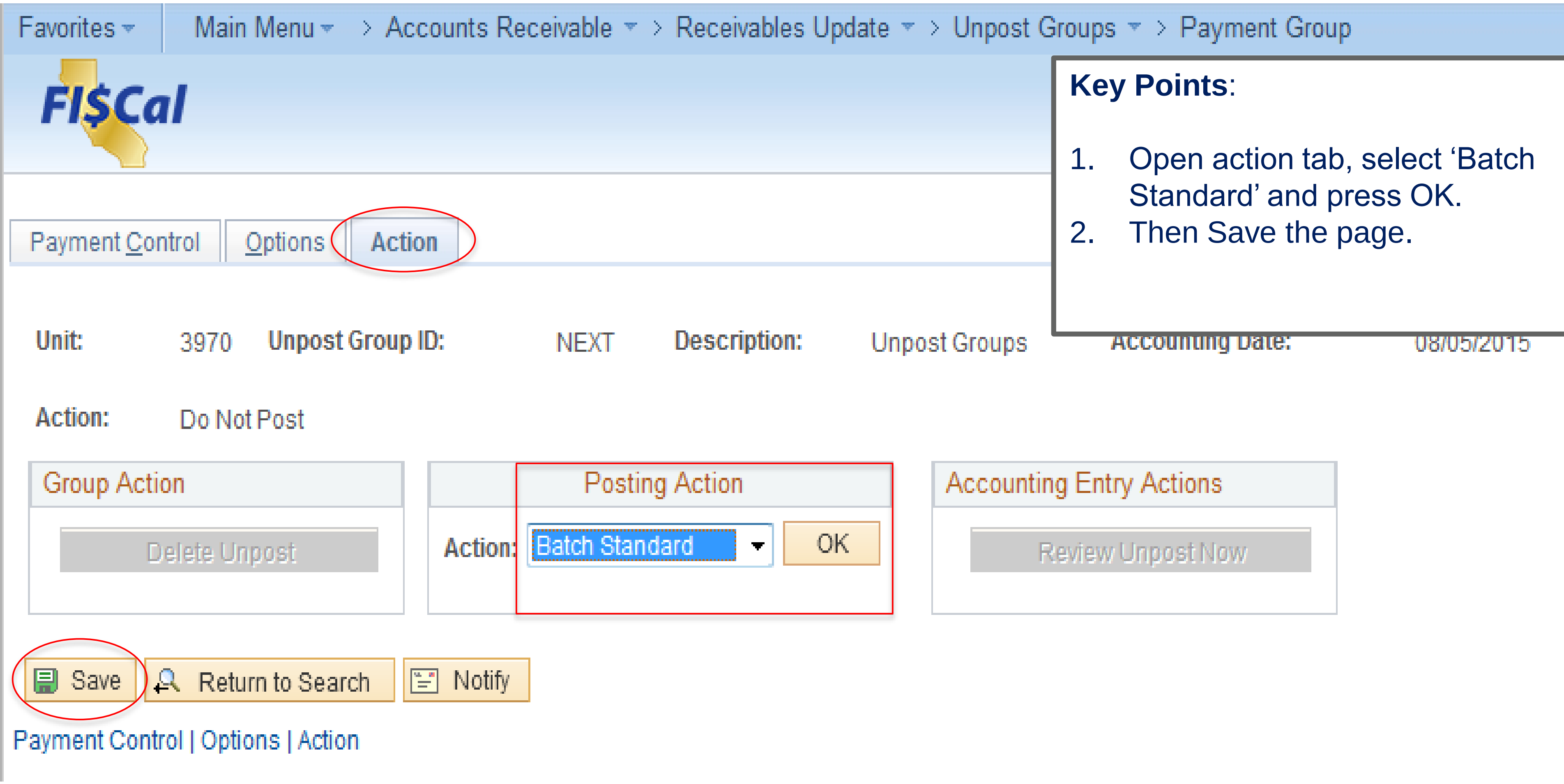
Correcting A Payment



Key Points:

1. Verify the Payment under Payment Control Tab.
2. Open the 'Options' Tab and select the reason for Correcting the Payment.

Creating A Payment



Key Points:

1. Open action tab, select 'Batch Standard' and press OK.
2. Then Save the page.

Appendix B

SCO/STO future Release impacts

Accounts Receivable Module Impacts

- The STO/SCO Release will have the following impacts for FI$Cal Departments:
  - Deposit Slips will be created and reported to STO in FI$Cal
    - Departments should keep paper deposit forms as a backup
  - AR payment processing will include SCO approval
  - Cash Clearing
  - Cash Validation will occur during deposits
  - Offset processing
  - Departments will be using FI$Cal for write offs (maintenance worksheets)
    - Departments will use the Billing (BI) module to provide supporting documentation for the write off process
    - SCO will review/approve department activity in the BI module as part of the write off approval process

AR Module Impacts Continued

- FI$Cal will become the state's Book of Record.
- Direct Transfer interface is retired
- Commitment Control in FI$Cal will become the state's appropriation ledger, control of appropriations will be strictly enforced by the SCO

Key Terms

Term	Definition
Cash Clearing Entries	System generated entries to general cash and Uncleared Collections. This ensures that the general ledger reflects cash as soon as it is received or reconciled on a bank statement; it is not required to apply the cash for it to appear in the general ledger.
Cash Clearing at Deposit	System generated entries to general cash and Uncleared Collections are created upon deposit entry, and the Uncleared Collection entries are reversed and reclassified to the appropriate receivables or revenue accounts as those payments are applied.
Cash Control at Bank Reconciliation	System generated entries to general cash and Uncleared Collections are created upon reconciliation of a deposit, and the Uncleared Collections entries are reversed and reclassified to the appropriate receivables accounts or revenue as those payments are applied.

Accounts Receivable Module Impacts

Deposit Slips	• Deposit slips are no longer entered into EDF • Departments will record deposit slip information, generate the deposit slip number, and print the deposit slip in FI$Cal • Printing out of FI$Cal will still require a MICR functional printer
Deposits	• Cash Validation will occur during deposits in FI$Cal related to credits • Exception processing may occur for deposits with non-sufficient funds
Direct Remittances	• Direct Remittances are no longer entered into eFITS • Departments enter direct remittances in FI$Cal as payments/direct journals • Some payments/direct journals will require SCO's approval (i.e., GL Business Unit different from Deposit Unit, zero dollar entries, negative entries, entries that credit Cash (Asset) account, credit Expense account, or debit Revenue account on User line)

Accounts Receivable Module Impacts

Direct Remittances to State Treasury	• Departments will continue to submit the remittance advice to STO • STO will enter direct remittances into FI$Cal • Departments will apply the payments/direct journals to these deposits in FI$Cal
Compliance	• **Compliant** departments take their deposits to the banks in a timely manner, so they have the ability to record and remit that money in the GL and record the deposit the same day • **Non-compliant** departments who do not take deposits to the bank in a timely manner, will not have the ability to record and remit money in the GL until STO's bank reconciliation
Cash Clearing	• FI$Cal automatically generates cash clearing entries • Departments no longer need to notify the GL Processor to generate GL journal entries

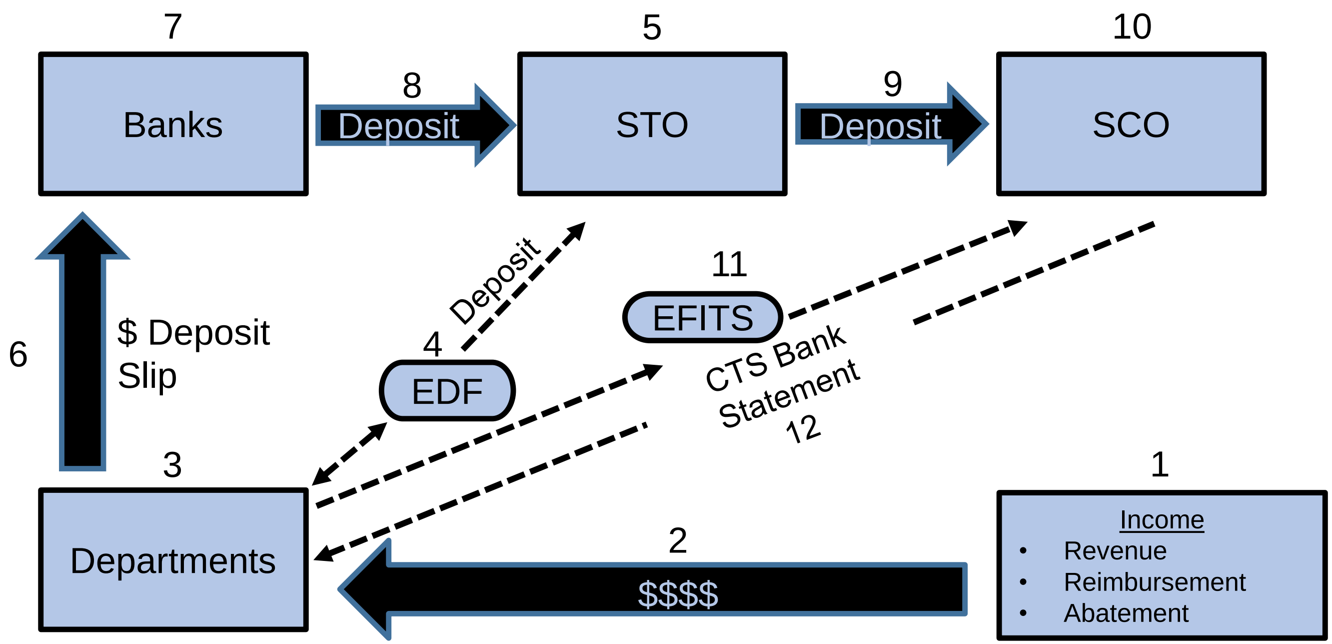
Accounts Receivable Module Impacts

Delinquent Items	• The write-off process will include SCO approval

Employee AR and Collection	• SCO will create an AR and apply any collections to the AR on behalf of the departments
	  • Departments must create the customer in AR before sending the collection request to SCO
	  • Departments no longer create Employee ARs

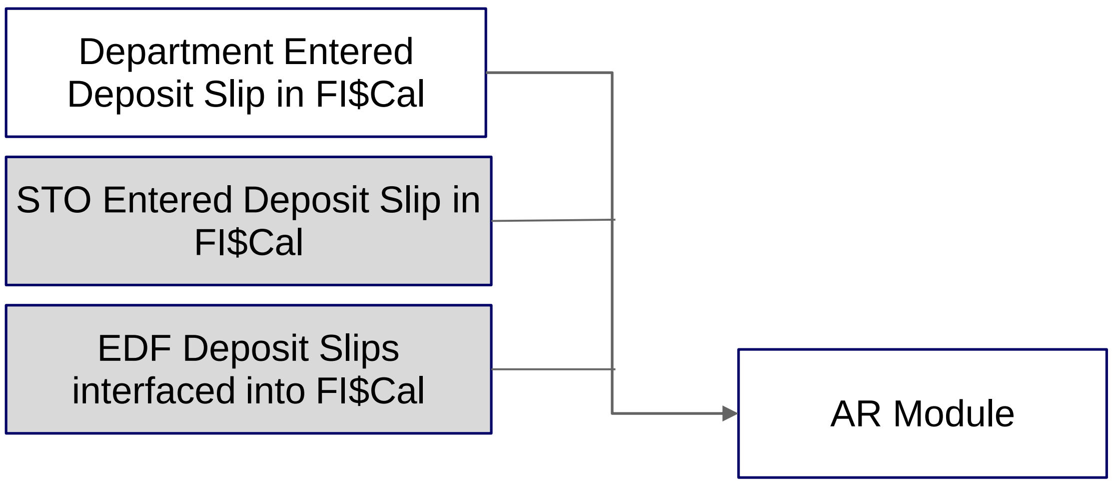
Direct Transfers	• FI$Cal billing departments will use the direct transfer process to bill and collect from department customers, whether or not the billed department is in FI$Cal • For non-FI$Cal billing departments, those direct transfers will be interfaced directly into the GL

INCOME CYCLE FLOW CHART



Deposit Slips into FI$Cal

With the STO/SCO Release, FI$Cal will become the Book of Record. All Deposit Slips will now be recorded or interfaced into FI$Cal.



Key Impacts

- For FI$Cal Departments, Deposit slips no longer need to be entered into EDF
- For Non-FI$Cal Departments, EDF or paper deposit submissions to STO will still be used

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Deposit Slip Entry

*CTS Bank Account 209

*Location 000

*Deposit Slip Status Draft

STO Override

For Agency Use

Deposit Type M Manual

*Depository Bank BOFA

*Demand Account D02 BOFA MANUAL

Slip number to be entered by User for manual Deposit Slips

Deposit Slip Number

Confirm Deposit Slip Number

Deposit Transport Method

- (•) Bank Stamp
- ( ) Night Deposit
- ( ) Electronic
- ( ) Courier
- ( ) Mail
- ( ) Others

Currency Only

Currency USD

Coin Only

Adjustment

Check

Item Count

*Total Deposit 0.00

Entered Date 11/02/2016

Entered By STO Deposit Slip Processor

*Deposit Date

STO Comment

Approval Status

Approved By

Deposit BU 4200

Deposit ID N/A

Print Deposit Slip | Edit Depository Details | Delete | Create Regular Deposit | Create New Deposit Slip

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Offset Processing Overview

- Offset Processing utilizes the FTB's Interagency Intercept Collections Program (IIC) to automatically settle delinquent items in AR with payment to the supplier
    - If a customer has a receivable due to a state department and also has a payable from the State in form of tax returns, Lottery or Unclaimed Property, the program will offset the payable to settle the outstanding receivables
- Participating departments need to send their respective outstanding delinquent receivables to IIC to leverage this program
- When a new claim is issued (Tax return, Lottery or Unclaimed Property), the warrants are first matched to determine if there are any delinquent items that need to be settled - if not, the warrant is issued to the payee

SCO Delinquent Matching

- If a delinquent receivable is matched by the SCO for the payee on the claim, the warrant is redeposited and not immediately paid to the payee. This information is sent to IIC to verify the status of delinquent receivable. The SCO is updated weekly and requires a true matching from IIC before a payment is offset.
- If IIC confirms delinquent receivable, the amount to be offset is determined and sent to the SCO. Once confirmed, the SCO Redeposits the warrant in a Special Deposit Fund.
- The Offset Process includes:
  - Identify Delinquent Items
  - Offset Processing
  - Offset Settlement

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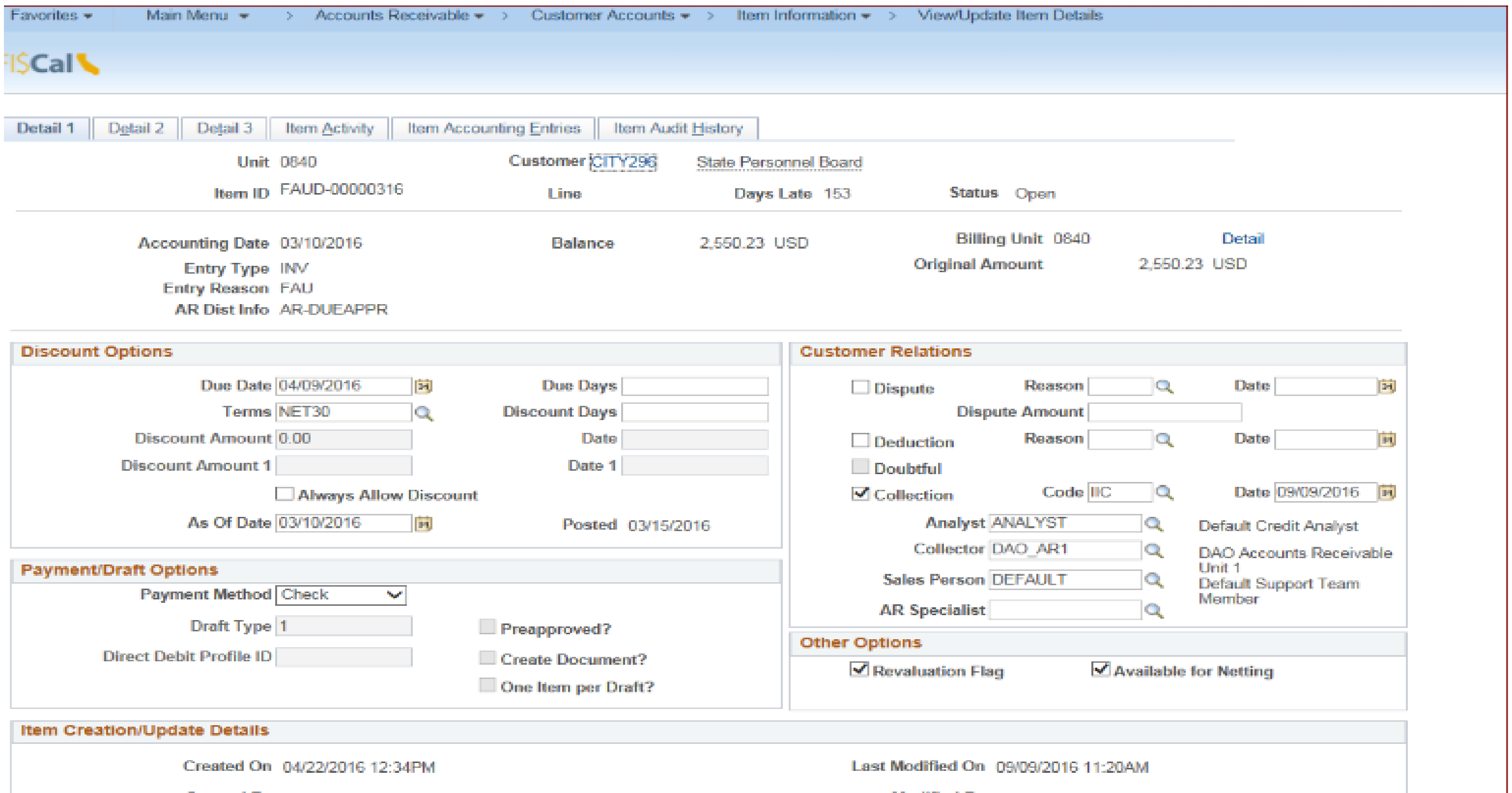
Identify Collection Item



Identify Delinquent Items

AR Collections Processor

FI$Cal

Generate AR Aging Report

- The AR Aging Report is used to identify which items have an outstanding balance with an entity

Generate Notice of Intent to Intercept

- Must be sent 30 days before collection item can go on IIC list
- If potential IIC match, payee is notified of potential offset

Mark Delinquent Items for collection

- Identified overdue Items are marked with collection code "IIC"

List of Delinquent Items sent to IIC

- File with identified delinquent items is generated and sent to IIC

Key Impacts

- If 30 days have passed after the Notice of Intent to Intercept without payment from payee, the new process in FI$Cal will allow department user to mark items for collection that need to be sent to IIC.
- SCO and FTB utilizes the IIC (Interagency Intercept Collections Program) to identify delinquent items to deduct payment from individual's personal income tax refunds, unclaimed property, and lottery winnings
- Department is responsible for the IIC process as described in the IIC brochure and SAM manual

Discussion